

**CITY OF CINCINNATI  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Buildings & Inspection			98 1	Orders and Permit Files	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-1 A	Orders and Permit Files	Permanent	Microfilm	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-3	Plans-final approved plans of buildings for which permits have been issued.	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-3 A	Plans-final approved plans of buildings for which permits have been issued.	Permanent	Microfilm	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-4 A 1	Specifications to plans and permits	Until microfilmed, then destroy	Paper	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-4 A 2	Specifications to plans and permits	Permanent	Microfilm	05/08/1998	Langevan, William E.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Buildings & Inspection			98-3 (Revised)	Plans - final approved plans of buildings and other structures for which permits have been issued.	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Buildings & Inspection			98-3 A	Plans - final approved plans of buildings and other structures for which permits have been issued.	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Buildings & Inspection			98-4a 1 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Buildings & Inspection			98-4a 2 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Buildings & Inspection			80-1	ACCIDENT REPORTS- ELEVATORS (report of accidents occurring in/on elevators in the city)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-1	ACCIDENT REPORTS- ELEVATORS (report of accidents occurring in/on elevators in the city)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-2	ACTIVITY REPORTS (employees reports of activity or work accomplished)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-3	ANNUAL BUDGET (of this department)	Permanent	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-4	ANNUAL REPORT (of this department-record copy in Municipal Library)	5 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-5	ANNUAL INSPECTION REPORTS HOUSING (inspection reports of rooming houses, fraternity houses, etc.)	5 years, provided any and all violations have been corrected	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-6	ATTENDANCE REPORTS (of this department-record of employee attendance, vacation, and sick leave)	Current + 3 years		01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-12	CITY BULLETINS (record copy in Municipal Library)	Current year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-13	CLAIM VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-14	COMPLAINTS (written complaints from citizens - regarding which no orders were issued by inspectors)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-18	MINUTES OF THE ZONING APPEALS BOARD	Permanent	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-21	PAYROLL VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-22	PERMITS (filed by permit number)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-23	PERSONNEL FILES (for this department--file folders or cord files regarding employees' employment records - record copy in Personnel Department)	1 year after termination of employment	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-25	PURCHASE ORDERS (for this department - record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-26	REQUISITIONS (for this department-record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-27	SOLICITOR'S OPINIONS (for this department-record copy in Law Department)	Review for disposal after 5 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-28	SPECIAL PROGRAM INSPECTION RECORDS (inspection reports on special programs such as the Neighborhood Improvement Program where no construction work took place)	7 Years after termination of progress	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-29	TRAVEL EXPENSE REPORTS (for this department - record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-48	GENERAL CORRESPONDENCE	1 Year then review for disposal	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Cincinnati Park Board			91-1	Accident Reports	2 Years providing no claim pending	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-2	Activity Reports	2 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-3	Administrative Policies and Procedures	Until terminated or superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-4	Aerial photographs route to Park Board Library	Appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-5	Annual budget - Park Department route to Park Library	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-6	Annual budget - City of Cincinnati	Until no longer of admin. Value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-7	Annual financial report route to library	5 Years providing audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-8	Annual reports route to library	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-9	Attendance Record	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Cincinnati Park Board			91-10	Bank deposit receipts	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-11	Bank deposit record	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-12	Bank statements	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-13	Books of correspondence Park gifts	Three Years provided audited - appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-14	Budget	5 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-15	Bulletins	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-16	Cash Book	3 yrs. After last entry provided audited. 10 Years after audit	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-17	Cash Journal	3 yrs. After last entry provided audited. 10 Years after audit	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-18	Cash receipts schedule	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-19	Check stubs	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-20	Commissioners Fund Journal	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-21	Commissioners Reports	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-22	Commissioners Treasury Bills	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-23	Complaint forms	2 Years providing no claim pending	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-24	Contracts	15 Years after expiration	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-25	Correspondence route to Park Board Library for review	Generally 1-5 years, until no longer of administrative value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-26	Daily work books (journals) (day book) route to Library for review	3 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-27	Deeds	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-28	Deed Books	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-29	Disciplinary action record	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-30	Easement	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-31	Employee earning report	7 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-32	Employee performance evaluations	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-33	Employee record cards	35 years after termination of employment	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-34	Employee time sheets	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-35	Employee lists - classified	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-36	Employment application	If applicant is employed: Permanent; others 1 year or until eligibility expires	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-37	Employment information file	15 years after termination of employment	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-38	Encumbrance and expenditure journal	7 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-39	Equipment inventories	Until revised and audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-40	Equipment maintenance record	Life of equipment	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-41	Fee Books	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-42	Financial Report	5 years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-43	Gas and oil disbursement and use record	1 Year, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Cincinnati Park Board			91-44	Grants and grant application route to library	Expiration of grant plus audit period	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-45	Insurance policies for park buildings and events	2 years after expiration, providing no claims pending	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-46	Income tax -- dead account	Until paid	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-47	Job classification list	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-48	Job orders	3 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-49	Labor Union agreements	3 Years after termination	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-50	Legal notices (copies)	5 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-51	Legal opinions	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-52	Letter of appointment	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-53	Letter of reference	1 Yr. after employment decision made	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-54	Letter of resignation	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-55	Magazines	Assess for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-56	Maps and Plans of Park Property	Life of the building or system, appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-57	Maintenance orders/requests	2 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-58	Minutes of Board of Park Commissioners meeting	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-59	Monthly reports	Until incorporated in annual report	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-60	Newsletters	Assess for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-61	Newspaper clippings	Assess for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-62	Overtime records	3 yrs. Provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-63	Park property maps	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-64	Payroll Records	3 yrs. Provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-65	Permits - rock climbing special use parks/facility reservations	2 Years (Rock climbing permits have no expiration date)	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-66	Personnel records	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-67	Pesticide application records	5 Years after application	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-68	Photographs, negatives, slides	Appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-69	Planning briefs	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-70	Plant inventories	Until revised	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-71	Project files - programs, special events	Appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-72	Project maps and plans	5 Years after completion of final project report	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-73	Project reports: Scout activities, Day camp, explorer club, special programs	Appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-74	Property records (leases, inventories, right-of-ways)	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-75	Purchase orders and requisitions	3 yrs. Provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-76	Radio and telephone log	30 days, provided no action pending	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-77	Receipt books and receipts	3 yrs. Provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-78	Reference material	Until superseded or replaced	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Cincinnati Park Board			91-79	Refund check ledger	15 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-80	Resolutions	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-81	Retirement reports	3 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-82	Rules and regulations	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-83	Sales tax records	4 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-84	Scrap Books	Appraise for historical value	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-85	Safety - Information on equipment and chemicals	Life of equipment and chemicals	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-86	Sick and vacation leave records	Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-87	Special reports	5 Years	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-88	Specifications	15 Years after completion of final report	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-89	Statistical reports	1 Year if incorporated into annual report, otherwise Permanent	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-90	Street Planting improvement proposals	5 Years after completion of final project report	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-91	Vehicle maintenance records	Life of vehicle	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-92	Vendor catalogs	Until superseded	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-93	Vouchers	3 Years provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-94	W-2 forms	6 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-95	Wage and tax statement, state income tax	6 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-96	Withholding payment, income tax record	6 Years, provided audited	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-97	Work schedules	1 year after schedule changes	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board			91-98	Worker's compensation, case files claims	10 Years after date of final payment	Paper	12/02/1991	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Cincinnati Park Board	Administration	Library	93-94	Books: Books relevant to the "Parks" discipline	Appraise for archives transfer	Paper	11/02/1993	Wilson, Jack	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
City Council	Clerk of Council		06-001	Agendas	Current year plus 6	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-002	Meeting Notices (Sec.121.22 ORC)	Current year	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-003	Minutes of Meetings	Permanent	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-004	Audio of Meetings	Current year	Magnetic Tape	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-005	Municipal Publications	Until superseded or obsolete, retain one copy	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-006	Oath of Office of Elected Officials	10 years after leaving office	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-007	Charter and Amendments	Permanent	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-008	Council Member's File	Term of office then appraise for historical value	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-009	Liquor License Requests Approved	Current year plus 3	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-010	Denied	Current year	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-011	Ordinances	Permanent	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-012	Petitions (miscellaneous not filed elsewhere)	Current year plus 5	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-013	Proclamations	Current year plus 2	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-014	Reports to Council	Current year plus 5	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-015	Motions and Communications	Permanent	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-016	Resolutions	Permanent	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-017	Subject and Administrative Files	Current year plus 5	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Council	Clerk of Council		06-017	Records Retention Documents Forms RC 1, RC 2, RC3	Current year plus 25	Paper	09/14/2006	Autry, Melissa	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
City Manager's Office	Office of Municipal Investigation		98-1	Citizens Complaints and Investigation Reports including taped interviews	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-2	City Council Referrals and Reports*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-3	Correspondence - General Office Interdepartmental Memos	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-4	Correspondence - General Outside sources to OMI	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-5	Payroll records bi-weekly	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-6	Time sheets*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Office of Municipal Investigation		98-7	Vouchers*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
City Manager's Office	Citizen's Complaint Authority		03-001	Citizens complaints and investigative reports including taped interviews and MVR tapes - video tapes	5 years	Paper	12/15/2003	Baker, Daniel L.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Planning Commission			86-1	Annual Report (of this department - record copy in Municipal Library)	5 years (send copy to Municipal Library)	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-2	Annual Budget (of this department)	5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-3	Attendance Report (for this department - shows employees' record of vacation, sick leave, & hours worked)	Current + previous 3 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-4	City Bulletin (for this department - record copy in Municipal Library)	Current year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-5	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-6	Correspondence (general letters and memos)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-7	Newsletters (from organizations and agencies outside city government)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-8	Payroll Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-9	Personnel Files (for this department - record copy in Personnel Department)	Termination of employment + 1 year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-10	Policies & Procedures (for this department - letters, memos, and other written directives)	Until superseded or revised	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-11	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-12	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-13	Solicitor's Opinions (for this department - record copy in Law Department)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission			86-14	Travel Expense Reports (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-15	Correspondence - Chronological Files (letters also filed by subject in Project Files, Source Files, and Subject Files)	5 Years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-16	Calendar, Minutes, and Staff Reports (arranged chronologically and filed in binders, record of minutes of City Planning Commission and staff reports)	10 Years, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
City Planning Commission	Administrative Division		86-16 A	Calendar, Minutes, and Staff Reports (arranged chronologically and filed in binders, record of minutes of City Planning Commission and staff reports)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-17	Minutes of the City Planning Commission (bound volumes - record of City Planning Commission Meetings) Note: Volumes dating from 1918 to 1969 should be microfilmed for security purposes. The Calendar, Minutes, and Staff Reports (binder copies) cover the years after 1969.	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-18	Index to Minutes (card file index to City Planning Commission Minutes)	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-19	Project Files* (file folders arranged alphabetically by subject, containing information re: street dedications, street vacations, zone changes, street tree planning program, neighborhood studies and reports, minor streets privileges, property acquisition, building permits - staff reports, correspondence, and other CPC reports)	Review for disposal after 10 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-20	Source Files* (file folders arranged alphabetically by subject, contains mostly informational materials - brochures, reports, correspondence, many concerning organizations, agencies outside city government)	Review for disposal after 10 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-21	Street Files (file folders arranged alphabetically by name of the street, shows interdepartmental correspondence, report of city engineer, copy of ordinance, report of CPC)	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-22	Subject Files* (file folders arranged alphabetically by subject, may contain newspaper clippings, correspondence, newsletters re: various programs, proposals, and topics)	Review for disposal after 10 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Administrative Division		86-23	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-24	Zoning Case Files (file folders arranged by section number, containing application for change, photograph of property, plat, CPC report, i.d. reports and correspondence, petitions, summary of hearings, correspondence, legal description)	10 Years, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-24 A	Zoning Case Files (file folders arranged by section number, containing application for change, photograph of property, plat, CPC report, i.d. reports and correspondence, petitions, summary of hearings, correspondence, legal description)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
City Planning Commission	Zoning Division		86-25	Zoning Case Files - Group Housing Modifications (zoning cases re; hospitals, schools, etc.)	10 Years, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-25 A	Zoning Case Files - Group Housing Modifications (zoning cases re; hospitals, schools, etc.)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-26	Zoning Maps	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-26	Zoning Maps	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-27	Zoning Correspondence File* (miscellaneous letters and memos)	5 Years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Zoning Division		86-28	Zoning Material File* (correspondence and reports re; development of city zoning ordinances)	Review for disposal 5 years after completion of new zoning ordinances.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-29	Division of Land Files - City (file folders arranged alphabetically by street name, containing application for division of land, sketch of proposed division)	5 years, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-29 A	Division of Land Files - City (file folders arranged alphabetically by street name, containing application for division of land, sketch of proposed division)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-30	Division of Land Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-30 A	Division of Land Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	5 years after cases is closed, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans	Retain final copy of all approved and utilized plans and project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivists for disposal or preservation after 10 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans (final copy of all approved and utilized plans and project drawings)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
City Planning Commission	Advanced Planning Records		86-34	Studies and Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.) Two copies of each report/study.	Permanent	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
City Planning Department	Historic Conservation Office		00-01 (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	10 years, then scan to CDRom.	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-01A (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-02	Cassette-Tapes (recordings of HCB meetings)	Until tapes are transcribed, HCB approves minutes of that meeting and appeal period expires. <i>If a decision is appealed, retain tapes until case is settled and all appeal periods expire</i>	Audiotape	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-03	Oaths of Office (oaths of office, appointment letters, resumes, resignations for HCB members)	Expiration of term/resignation + 1 year	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-04 (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-04 A (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Permanent <i>Original building permit applications retained by B&amp;I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-05	Source Files*(file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history)	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-05 A	Source Files*(file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history)	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-06 (Ref. 86-15)	Chronological Files/Correspondence (letters also filed by subject in Project Files and Source Files)	Review for disposal after 5 years	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.

**CITY OF CINCINNATI  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
City Planning Department	Historic Conservation Office		00-07	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Current year + 3 years, or until audited by HUD, whichever comes first; review photographs for scanning of historic structures to CDRom; retain photographs on CDRom	Paper, photograph	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-07 A	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Permanent <i>DNS maintains the original working files; HC files contain only the application and photograph</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-08	Walk-Through Building Permits (copies)	Review for retention after 1 year; original on file in B&I. <i>Original building permit applications retained by B&amp;I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-001	Forms RC-1 and RC-1E Application for One-Time Disposal of Obsolete Records	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-002	Forms RC-2 and RC-2E Schedule of Records Retention and Disposition	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-003	Forms RC-3 and RC-3E Certificate of Records Disposal	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-004	Forms RC-4 Department Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-005	Forms RC-5 City of Cincinnati Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-006	Meeting Agendas - City Records Commission	Current year plus previous 5	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-007	Meeting Minutes - City Records Commission	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-008	Correspondence - Official	Current year plus previous 2	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-009	Correspondence - Routine	Current year plus previous 1	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
City Records Commission			06-010	Correspondence - Transitory	Until administrative purpose served	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Citywide			99-1	Transitory e-mail messages -- created primarily for informal communication	Until administrative purpose is served - No Form RC-3 required for disposal	Magnetic Disk	08/25/1999	Shirey, John F.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Citywide			99-2	Routine Correspondence e-mail messages -- Internal correspondence (letters; memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	1 year -- No Form RC-3 required for disposal	Magnetic Disk	08/25/1999	Shirey, John F.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Citywide			99-3	Official Correspondence e-mail messages -- Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs and fiscal and personnel matters.	2 years - no Form RC-3 required for disposal or follow longer retention period based on record type	Magnetic Disk	08/25/1999	Shirey, John F.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Citywide			99-4	E-mail backup files -- for the purpose of system recovery, not for archiving messages. (NOT A PUBLIC RECORD)	3 months -- No Form RC-3 required for disposal	Magnetic Disk	08/25/1999	Shirey, John F.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Community Development and Planning		General	06-1	General Correspondence	2 Years	Paper or Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		General	06-2	Internal Meeting Records	3 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		General	06-3	Records Request	3 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		General	06-4	Departmental Operations Manual & Copies of City Codes/Regulations/Procedures	Until Superseded	Paper and Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-5	Housing Production Report/Worksheets	Permanent	Paper and Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-6	External Reports - Grantee Performance Records, Leverage Achieved, Community Priority Requests	3 Years from subject year, if audited	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-7	Internal Reports/Supporting Documentation	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-8	Annual Department Report/Business Plan	Permanent; Appraise at 50 years for historical value	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-9	Reports to City Council	5 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Performance	06-10	Submissions to Outside Regulatory Bodies	Permanent, unless shorter period specified by Regulatory Bodies	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Budget	06-11	Departmental Copy of Capital Budget	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Budget	06-12	Departmental Operating Budget	15 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Budget	06-13	Supporting Work papers in Support of Operating Budgets	3 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Budget	06-14	Supporting Work papers in Support of Capital Budgets	3 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Budget	06-15	Sunset Process Files	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-16	Contracts	15 Years after termination of the contract	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-17	Inter-departmental Bills/Register, Vouchers, Invoices/Requisitions, Certifications, Expenses, Cash Receipts Schedule, Purchase Order Records	5 years if federally funded, 3 years if not federally funded if audited.	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-18	Receipt Book	2 Years if audited	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-19	Account Ledgers & Audit Records	5 Years if audited	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-20	Statement of Balances	Current Plus 2 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Community Development and Planning		Financial	06-21	Fixed Asset Inventory	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Financial	06-22	Monthly Revenue & Expense, Fund Status, Project Status Reports	3 Years after completion, if audited. Originals in Finance Department	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Personnel	06-23	Time Sheets & other payroll records (e.g. "Payroll Attendance Report", leave slips)	3 Years, if audited	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Personnel	06-24	Individual Personnel Files, department employees	3 Years after termination/1 Year after retirement. Human Resources maintains required permanent information.	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Personnel	06-26	Applications for Employment, not hired	2 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Personnel	06-27	Travel Records	3 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Applications for Assistance	06-28	Application forms, Review Procedures/Criteria, Evaluation/Scoring, Correspondence, Selection Data	If approved convert to Projects/Loan file	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Applications for Assistance	06-29	Rejected Applications	3 Years after selection, if no pending litigation	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Project Files	06-30	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	5 Years if federally funded, 3 Years if not federally funded, after completion if audited.	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Project Files	06-31	HOME funded projects - Tenant Income Verification, Rents, Verification for most recent 5 Years (Rental) and Projects with Recapture/resale Provisions (Home ownership)	5 Years after expiration of affordability period	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Project Files	06-32	Final Environmental Remediation Reports	30 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Development Agreements	06-33	Contracts for Sale/Lease, Copies of Recorded Deeds/Easements, Certificate of Completion, Maintenance Records	15 Years after expiration of agreement if no pending claims	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Personnel	06-25	Job Opportunities Notices	6 Months	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Development Agreements	06-34	Enterprise Zone Agreements	3 Years after term of Agreement	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commercial Industrial Loan Fund	06-35	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	10 Years from date of loan, if audited	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-36	Membership Files - Appointment Letters/Oaths of Office	1 Year following expiration of service	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-37	Calendar, Minutes and Staff Reports	Permanent, bind originals	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-38	Calendar, Minutes and Staff Reports (not a public record - for security purposes only).	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Community Development and Planning		Commissions and Boards	06-39	Meeting Tapes/Notes/Public Notice	1 Year if minutes approved/Signed and no pending appeals	Paper & Compact Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-40	Index to Minutes	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-41	Project, Source, and Subject Files	Review for disposal in 10 years, if no pending appeals.	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-42	Street Naming Files	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Commissions and Boards	06-43	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent, Bound	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-44	Change Requests	5 Years, if no appeal pending	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-45	Zoning Case Files - including Group Housing Modifications (obsolete)	10 years then copy to microfilm	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-46	Zoning Case Files - including Group Housing Modifications (obsolete)	Permanent, copied from paper	Microfilm	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-47	Zoning Maps	Permanent	Paper & Magnetic Disk (enter into CAGIS)	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-48	Zoning Maps (for security purpose only)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Zoning Records	06-49	Zoning Materials File	Review for disposal 5 years after adoption of new zoning ordinances	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-50	Division of Land Files - City	5 Years (copy & microfilm)	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-51	Division of Land Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-52	Division of Land Files - County (1924-1963)	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-53	Subdivision Files - City	5 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-54	Subdivision Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-55	Subdivision Files - County	5 Years	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Subdivision Records	06-56	Subdivision Files - County	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Environmental Review	06-57	Environmental Review/Section 106 Forms	5 Years after project completion if audited/pending litigation	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning		Environmental Review	06-58	Environmental Review/Section 106 Log	Permanent	Microfilm	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning			06-59	Final Reports/Studies with Maps, Drawings, Plans	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning			06-60	Final Reports/Studies with Maps, Drawings, Plans (for security purposes - not a public record)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Community Development and Planning			06-61	Preliminary Draft Reports/Studies, Correspondence, Notes, Maps, Drawings, Plans, Meeting Records	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Community Development and Planning			06-62	Statistics/Census Data/Neighborhood Profiles	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Development Department			81-1	Acquisition Files (some files contain deeds)	As long as the City owns the property, provided that all retentions for the file contents are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-2	Appraisal Contracts (1 year contracts to hire appraisers)	5 Years, provided that any litigation is completed.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-3	Committee Minutes	Permanent	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-4	Contracts (unless retention period is specified elsewhere on this schedule)	15 years after the completion of the agreement.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-5	Day-Letter Books	1 Year	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-6	Deeds	As long as the City owns the property.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-7	Demolition Contracts	15 years after the completion of the demolition.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-8	Disposition Files	15 years after the completion of the sale.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-9	Annual Budge Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-10	Annual Performance Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-11	Budget Work Papers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-12	Cash Receipt Schedules	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-13	Interdepartmental Bills	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-14	Purchase Orders	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-15	Status Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-16	Vouchers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-17	General Correspondence	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-18	General Files/Non-Project Files	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-19	HUD Grant Applications	3 years after completion of project	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-20	Outside Consultant Contracts	15 years after termination of contract	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-21	Personnel Files	Permanent	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-22	Plans and Drawings (excluding those that are filed in Project Files)	Retain until obsolete	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Development Department			81-23	Project Files	Until the department deems these files to be outdated, providing that all retentions for the file contents (such as contracts, etc.) are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Development Department			81-24	Publications (issued by this department)	1 copy to be kept permanently. (Copy may be filed with Municipal Reference Library or PAMSS.)	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Economic Development			92-1	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports.	3 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-3	DAY LETTER FILES	Current Year + Previous Year	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-4	DEVELOPMENT AGREEMENTS - (Contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants	3 Years after completion of services	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-6	ENTERPRISE ZONE AGREEMENTS	3 Years after term of agreement	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-7	PLANS, DRAWINGS AND SPECIFICATIONS	Until obsolete	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-8	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications	10 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-9	FINANCIAL REPORTS - monthly revenue and expense reports, fund status reports, cash receipts schedules	5 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-10	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-11	FINANCIAL DOCUMENTS - budget working papers, purchase orders, requisitions, Community Budget Request Forms	3 Years provided audited if necessary	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Economic Development			92-12	STATEMENT OF BALANCES	Current Year + 2 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-13	PUBLICATIONS AND REPORTS - issued by this department	3 Years - 1 copy each to Municipal Reference Library and PAMMS	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-14	CITY BULLETINS - department copy	3 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-15	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-16	MISCELLANEOUS - Department copy of Civil Service Commission minutes, job opportunity notices	6 Months	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-17	PERSONNEL FILES - Duplicated in Personnel Department	3 Years after termination, 1 Year after retiring	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-18	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-19	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-20	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Approved	10 Years from date of loan	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Economic Development			92-20 A	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Rejected	1 Year after application	Paper	1/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Finance	Internal Audit		79-48	Claim Vouchers (w/invoices) interdepartmental billing	10 years	Paper	12/15/1999	Wagner, Francis X.	Annett, Lawrence P.	Walker, Judy	Illegible
Finance	Budget & Evaluation		99OPRPRE 000.TAR	OPERATING BUDGET /PREPARATION/TARGETS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.EST	OPERATING BUDGET /PREPARATION/ESTIMATES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.INS	OPERATING BUDGET /PREPARATION/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.CON	OPERATING BUDGET /PREPARATION/CONVERSIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.TTP	OPERATING BUDGET /PREPARATION/TENTATIVE TAX PLAN	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.TRN	OPERATING BUDGET/PREPARATION/TRAINING	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.ISS	OPERATING BUDGET/PREPARATION/ISSUES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.RQT	OPERATING BUDGET /PREPARATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRPRE 000.BWP	OPERATING BUDGET /PREPARATION/BUDGET WORKING PAPERS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRANL 000.SWS	OPERATING BUDGET /ANALYSIS/SALARY AND WAGE SCHEDULE	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRANL 000.INS	OPERATING BUDGET /ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRANL 000.SUM	OPERATING BUDGET /ANALYSIS/SUMMARY	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRANL 000.ANL	OPERATING BUDGET /ANALYSIS/ANALYSIS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRANL 000.BUP	OPERATING BUDGET /ANALYSIS/BACKUP DOCUMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Finance	Budget & Evaluation		99OPRREC 000.NOT	OPERATING BUDGET /RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRREC 000.BAL	OPERATING BUDGET /RECOMMENDATION/BALANCING	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRREC 000.MRD	OPERATING BUDGET /RECOMMENDATION/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRREC 000.REC	OPERATING BUDGET /RECOMMENDATION/RECOMMENDATION	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRREC 000.CHG	OPERATING BUDGET /RECOMMENDATION/CHANGES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRAPR 000.MRD	OPERATING BUDGET /APPROVAL/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRAPR 000.APR	OPERATING BUDGET /APPROVAL/APPROVED DOCUMENT	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRAPR 000.APP	OPERATING BUDGET /APPROVAL/APPROPRIATION ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRAPR 000.PHD	OPERATING BUDGET /APPROVAL/PUBLIC HEARING DOCUMENTATION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRAPR 000.CHG	OPERATING BUDGET /APPROVAL/CHANGES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.INS	OPERATING BUDGET /MONITORING/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.MYR	OPERATING BUDGET /MONITORING/MID-YEAR REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.YEC	OPERATING BUDGET /MONITORING/YEAR END CLOSE REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.ADJ	OPERATING BUDGET /MONITORING/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.BSS	OPERATING BUDGET /MONITORING/BUDGET STATUS SUBMISSION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.VEX	OPERATING BUDGET /MONITORING/VARIANCE REPORTS & EXPLANATION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRMON000.BMP	OPERATING BUDGET /MONITORING/BUDGET MONITORING PROJECTION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRCHG 000.ADJ	OPERATING BUDGET /CHANGES/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99OPRCHG 000.FOR	OPERATING BUDGET/CHANGES/FORMS(e.g. 33s, TOs)	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.RPJ	CAPITAL BUDGET/PREPARATION/RESOURCE PROJECTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.TAR	CAPITAL BUDGET/PREPARATION/TARGETS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.INS	CAPITAL BUDGET/PREPARATION/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.MAN	CAPITAL BUDGET/PREPARATION/MANUAL	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.CWP	CAPITAL BUDGET/PREPARATION/CAPITAL WORKING PLAN	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPPRE 000.RQT	CAPITAL BUDGET/PREPARATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

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Finance	Budget & Evaluation		99CAPPRE000.DSK	CAPITAL BUDGET/PREPARATION/DISKETTE (ELECTRONIC)	5 YEARS	DISKETTE	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPANL000.INS	CAPITAL BUDGET/ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPANL000.ANL	CAPITAL BUDGET/ANALYSIS/ANALYSIS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPREC000.NOT	CAPITAL BUDGET/RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPREC000.WKP	CAPITAL BUDGET/RECOMMENDATION/WORKING PAPERS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPREC000.RQT	CAPITAL BUDGET/RECOMMENDATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPREC000.MRD	CAPITAL BUDGET/RECOMMENDATION/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPAPR000.ORD	CAPITAL BUDGET/APPROVAL/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPAPR000.RPT	CAPITAL BUDGET/APPROVAL/REPORT	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPADM000.BND	CAPITAL BUDGET/ADMINISTRATION/BONDS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPADM000.STM	CAPITAL BUDGET/ADMINISTRATION/STATEMENT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.INS	CAPITAL BUDGET/MONITORING/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.FRM	CAPITAL BUDGET/MONITORING/FORMS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.RPT	CAPITAL BUDGET/MONITORING/REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.OTB	CAPITAL BUDGET/MONITORING/ORDINANCE TABLES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.ORD	CAPITAL BUDGET/MONITORING/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPMON000.RSP	CAPITAL BUDGET/MONITORING/RESPONSES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPCHG000.ADJ	CAPITAL BUDGET/CHANGES/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CAPCHG000.ORD	CAPITAL BUDGET/CHANGES/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRE000.TAR	CONSOLIDATION PLAN/PREPARATION/TARGETS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRE000.INS	CONSOLIDATION PLAN/PREPARATION/INSTRUCTIONS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRE000.CPP	CONSOLIDATION PLAN/PREPARATION/CITIZEN PARTICIPATION PLAN	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPDEV000.FRM	CONSOLIDATION PLAN/DEVELOPMENT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPDEV000.PKG	CONSOLIDATION PLAN/DEVELOPMENT/CDAB PACKAGE	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPDEV000.MMN	CONSOLIDATION PLAN/DEVELOPMENT/MEETING MINUTES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

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Finance	Budget & Evaluation		99CDPDEV 000.REC	CONSOLIDATION PLAN/DEVELOPMENT/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPDEV 000.PHD	CONSOLIDATION PLAN/DEVELOPMENT/PUBLIC HEARING DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPREC 000.REC	CONSOLIDATION PLAN/RECOMMENDATION/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPREC 000.BUD	CONSOLIDATION PLAN/RECOMMENDATION/BUDGET (RECOMMENDED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPREC 000.DEC	CONSOLIDATION PLAN/RECOMMENDATION/DECISION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.BUD	CONSOLIDATION PLAN/APPROVAL/BUDGET (APPROVED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.HSD	CONSOLIDATION PLAN/APPROVAL/HUD SUBMISSION DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.LTR	CONSOLIDATION PLAN/APPROVAL/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.NOT	CONSOLIDATION PLAN/APPROVAL/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.RPT	CONSOLIDATION PLAN/APPROVAL/REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAPR 000.ORD	CONSOLIDATION PLAN/APPROVAL/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.GAG	CONSOLIDATION PLAN/PROGRAM MGMT/GRANT AGREEMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.CND	CONSOLIDATION PLAN/PROGRAM MGMT/CONTROL DOCUMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.ROF	CONSOLIDATION PLAN/PROGRAM MGMT/RELEASE OF FUNDS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.FRM	CONSOLIDATION PLAN/PROGRAM MGMT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.CPR	CONSOLIDATION PLAN/PROGRAM MGMT/COMPLIANCE REQUESTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.IDS	CONSOLIDATION PLAN/PROGRAM MGMT/IDIS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.AUD	CONSOLIDATION PLAN/PROGRAM MGMT/AUDIT MATERIALS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.CNS	CONSOLIDATION PLAN/PROGRAM MGMT/CENSUS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPPRM 000.INL	CONSOLIDATION PLAN/PROGRAM MGMT/INCOME LIMITS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAMB 000.YEC	CONSOLIDATION PLAN/AMENDED BUDGET/YEAR END CLOSE REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAMB 000.REC	CONSOLIDATION PLAN/AMENDED BUDGET/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAMB 000.APP	CONSOLIDATION PLAN/AMENDED BUDGET/APPROPRIATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPAMB 000.BUD	CONSOLIDATION PLAN/AMENDED BUDGET/BUDGET	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

**CITY OF CINCINNATI  
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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Finance	Budget & Evaluation		99CDPAMB000.ORD	CONSOLIDATION PLAN/AMENDED BUDGET/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPRPT000.NOT	CONSOLIDATION PLAN/REPORTING/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPRPT000.DTA	CONSOLIDATION PLAN/REPORTING/DATA GATHERING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPRPT000.COO	CONSOLIDATION PLAN/REPORTING/COORDINATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPRPT000.BAL	CONSOLIDATION PLAN/REPORTING/BALANCING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPHUD000.LTR	CONSOLIDATION PLAN/CITY HUD CORRES/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPHUD000.NOT	CONSOLIDATION PLAN/CITY HUD CORRES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Budget & Evaluation		99CDPHUD000.EML	CONSOLIDATION PLAN/CITY HUD CORRES/EMAIL (ELECTRONIC)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
Finance	Income Tax Division		00-1	ACTIVITY REPORTS - employee's report of work accomplished	Current + 2 previous years	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-2	ANNUAL REPORT	5 Years	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-3	ANNUAL BUDGET	5 Years	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-4	CASHIER'S REPORT	Until Audited	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-5	CASH & RECEIPTS REPORTS	Until Audited	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-6	CITY BULLETINS	Current	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-7	CLAIM VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-8	COMPLIANCE FILES (ORC 718.06 delinquent accounts)	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-9	COMPLIANCE FILES - Electronic	6 Years after case is settled	Optical disk	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-10	COMPLIANCE PAYMENT RECORD	6 Years after case is settled	Optical disk	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-11	CORRESPONDENCE	Review annually for disposal	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-12	INCOME TAX FILES	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-13	INCOME TAX FILES - Electronic	5 Years	Optical disk	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-14	MINUTES OF THE BOARD OF REVIEW	Permanent	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-15	NOTICE OF CHANGE OF ACCOUNT	Until change is accomplished	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-16	NUMERIC ACCOUNT BOOK	Until superseded	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-17	PAYROLL VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-18	PURCHASE ORDERS	Current year + previous year	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-19	REPORTS-QUARTERLY & MONTHLY	5 Years	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-20	REQUISITIONS	Current year + previous year	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-21	SOLICITOR'S OPINIONS	Permanent	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-22	TRAVEL EXPENSE VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-23	W-2 FORMS	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Income Tax Division		00-24	W-2 FORMS-Electronic	5 Years	Optical disk	10/26/2000	Richter, Teresa M.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Finance	Internal Audit		79-1	ACCIDENT REPORTS (report of damage to city property, including report, invoices, collection letters, repair orders and index)	3 years after claim is settled	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Finance	Internal Audit		79-2	ACCOUNTS RECEIVABLE REGISTER (ledger indicating accounts receivable to the City)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-3	ADDITIONS TO STORES (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-4	ANNUAL BUDGET REPORT (report to the County Auditor; includes Annual Appropriation Resolution)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-5	ANNUAL FINANCIAL REPORT (One copy of each report)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-6	ANNUAL REPORT - DIRECTOR OF FINANCE (record copy sent to Municipal Library)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-7	ANNUAL REPORT - FINANCE DEPARTMENT DIVISION (record copy of each report to Municipal Library)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-8	APPROPRIATIONS ACCOUNT LEDGER	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-9	AUDIT REPORT OF STATE EXAMINER	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-10	BIDS AND BID COMPUTATIONS	3 Years, provided audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-11	CANCELLATIONS (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-12	CASH RECEIPTS & DISBURSEMENTS REGISTERS (register of all receipts and disbursements of City funds: daily, monthly distribution by department)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-13	CASH RECEIPTS REPORT (all reports of cash received by City departments including Cashier's reports)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-14	CITY BULLETINS (for this division - record copy in Municipal Library)	Current Year	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-15	CLASSIFIED EXPENSE REPORT (print out of classified expenditures)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-16	COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-17	CONTRACTS (copies of all City contracts ORC 2305.06)	15 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-18	CORRESPONDENCE (general letters and memos)	5 Years, then review for disposal	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-19	DAILY CERTIFICATION (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-20	DAILY REPORT OF THE CITY TREASURER (daily report of cash received by City Treasury)	10 Years, provided audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-21	DOCUMENT FILES & INDEX (includes deeds, easements and leases)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-22	ENCUMBRANCE LEDGER (print out of expenses encumbered by City)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-23	FINAL COST STATEMENTS (report of final costs of City projects - record copy in Engineering Accounts section)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-24	FUND CONTROLLING ACCOUNT LEDGER	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-25	GENERAL LEDGER (general fund ledger of disbursements)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-26	GENERAL WARRANT REGISTER (print-out listing all warrants issued)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Finance	Internal Audit		79-27	INTERDEPARTMENTAL BILLING REGISTER (print-out showing interdepartmental billings in City government)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-28	INVOICES	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-29	LICENSED WEIGHER BONDS	3 Years after expiration, provided audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-30	MEMORANDUM OF PROPERTY ACCOUNTS LEDGER (1928-1954)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-31	MILEAGE REPORTS/TRAVEL EXPENSE REPORTS	Until Audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-32	MINUTES - TREASURY INVESTMENT BOARD	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-33	NET REVENUE STATEMENT (print-out of City revenues)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-34	ORDINANCES & RESOLUTIONS (copies of City ordinances & resolutions - record copy in Clerk of Council's Office)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-35	PARKING FACILITY RECORDS (cash receipt reports, fund ledgers, warrant ledgers, receipt ledgers, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36a	PAYROLL RECORDS: AUTHORIZATION CARDS (to withhold union dues, hospital care deduction, and credit union deductions)	2 years after cancellation of authorization	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36b	PAYROLL RECORDS: PAYROLL REGISTERS (print-out of payroll information: payroll attendance reports, overtime analysis, paid absences, payroll deduction register, payroll refund register, pension payroll report, and year-to-date summaries - permanent record in Retirement System)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36c	PAYROLL RECORDS: PERSONNEL CHANGE SHEET (indicates changes in rate of pay, employee's position, address, etc. - record copy in Personnel Department)	2 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36d	PAYROLL RECORDS: REPORT OF SEPARATION FROM PAYROLL	3 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36e	PAYROLL RECORDS: W-2 (permanent record - Year-To-Date Payroll Register - in Retirement System)	5 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-36f	PAYROLL RECORDS: VOUCHERS - PAYROLL	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-37	PERFORMANCE BONDS (bonds on City officials and employees - ORC 2305.12)	10 Years after expiration of bond	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-38	PERSONNEL FILES (for this Division only - record copy in Personnel Department)	3 Years after termination of employment	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-39	REAL ESTATE RECORD (1926)	Permanent	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-40	RECEIPTS (cash receipt records from all City Departments)	Until Audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-41	REPORTS - MONTHLY & QUARTERLY (fund reports, monthly gross receipts, quarterly expense reports, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Finance	Internal Audit		79-42	REPORTS - INTERDEPARTMENTAL (receipts and expenditures: gas disbursements report, register of interdepartmental billings, equipment rental billings, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-43	STATE EXAMINER'S REPORT (print-out for use by State examiner: voucher index, statement of balance, transactions, and net revenue statement)	Until Audited	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-44	STATEMENT OF BALANCES	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-45	TAX RECEIPTS (receipt for taxes paid by City to County Treasurer)	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-46	TRANSACTION REGISTER	10 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-47	WARRANTS PAID - DAILY EXPENDITURES (print-out listing daily expenditures)	15 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Internal Audit		79-48	VOUCHERS (for payment of City bills; invoices and packing slips may be attached)	15 Years	Paper	04/17/1979	Wagner, Francis X.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-1	ACTIVITY REPORTS (employee's report of work accomplished for department)	Current + previous 2 years	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-2	ANNUAL REPORT (for this division - record copy in Municipal Library)	5 Years; send copy to Municipal Library	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-3	ANNUAL BUDGET (for this division)	5 Years	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-4	CASHIER'S REPORT (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-5	CASH RECEIPTS REPORTS (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-6	CITY BULLETINS (for this division - record copy in Municipal Library)	Current Year	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-7	CLAIM VOUCHERS (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-8	COMPLIANCE FILES (ORC 718.06 delinquent accounts, pending suits, & collection agency files)	6 Years after case is settled	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-9	COMPLIANCE PAYMENT CARDS (records of payment of delinquent taxes)	6 Years after account is paid in full.	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-10	COMPUTER PUNCH TAPES (taxpayers' payment records)	6 Months	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-11	CORRESPONDENCE (general letters & memos)	Review annually for disposal.	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-12	INCOME TAX FILES (contain application, Forms D-1, Q-1, R, audit form, & correspondence)	5 Years. Purge files of unrelated correspondence at time of audit by Tax Division	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-13	MASTER CONTROL CARDS - ALPHA CARDS (contain pertinent information on accounts: name, address, date of first payment, etc.)	Retain until card is superseded (new card filed) or 5 Years after account is deleted/closed	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-14	MINUTES OF THE BOARD OF REVIEW	Permanent	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-15	NOTICE OF CHANGE OF ACCOUNT (blue slips filed alphabetically by name, & indicating all changes to account)	Retain until change is accomplished	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-16	NUMERIC ACCOUNT BOOK (computer printout showing active & deleted accounts)	Retain until superseded or revised	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Finance	Income Tax Bureau		79-17	PAYROLL VOUCHERS (for this division - record copy in Accounts & Audits)	Until audited	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-18	PURCHASE ORDERS (for this division - record copy in Purchasing Department)	Current + previous year	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-19	REPORTS QUARTERLY & MONTHLY	5 Years	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-20	REQUISITIONS (for this division - record copy in Purchasing Dept.)	Current + previous year	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-21	SOLICITOR'S OPINIONS (for this division - record copy in Law Dept.)	Permanent	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-22	TRAVEL EXPENSE VOUCHERS (for this division - record copy in Accounts & Audits)	Until audited	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Income Tax Bureau		79-23	W-2 Forms (Employer's W2 & W3 forms submitted to Bureau; CMC 311-53)	5 Years	Paper	01/01/1979	Jaeger, Bruno	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Finance	Treasurer's Office		84-0001X	Admission Tax: Applications	3 Years after expiration	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0002X	Admission Tax: Assessments	6 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0003X	Admission Tax: Audit Reports	6 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0004X	Admission Tax: Bonds	Permanent	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0005X	Admission Tax: Exemptions	3 Years after expiration	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0006X	Admission Tax: Returns	4 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0007X	Annual Report of this division (record copy Municipal Library)	10 years, then send one copy to State Archives, Ohio Historical Society	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0008X	Armored Car Shipment	3 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0009X	Bank Deposit Slips - validated copy	3 Years provided audited	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0010X	Bank Deposit Statements & Reconciliations	6 Years provided audited	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0011X	Bonds and Coupons	3 Years after issue is paid provided audited	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0012X	Bond Register/Record (record of all bonds issued & redeemed)	Permanent	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0013X	Cancelled Checks & Registers: General Account	15 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0014X	Cancelled Checks & Registers: Off Street Parking Fund Accounts	15 Years	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Finance	Treasurer's Office		84-0015X	Cancelled Checks & Registers: Payroll Accounts	6 Years (register 3 years)	Paper	6/12/1984	Volpe, Ed	Volpe, Ed	Levine, David	Schend, Thomas J.
Fire			03-1	F-17 CASE SUMMARY	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-2	F-17 NOTIFICATION OF CANCELLATION/RESCHEDULING OF HEARINGS	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-3	F-17 NOTIFICATION TO WITNESSES	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-4	F-17 HEARING OFFICER'S LETTER OF RECOMMENDATION	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-5	CHARGE SHEET	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-6	HEARING BOOKLET	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-7	F-32 HEARING SUMMARY	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-8	F-66 NOTICE OF OFFICIAL REPRIMAND	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-9	F-280 RECORD OF CORRECTIVE ACTION	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-10	CORRESPONDENCE FROM OTHER AGENCIES	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-11	CORRESPONDENCE TO OTHER AGENCIES FROM I.I.S.	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-12	MEDICAL RELEASES	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-13	DRUG SCREENINGS	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-14	LOG BOOK	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Fire			03-15	CIVIL SERVICE APPEAL RULING	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-16	CASSETTE TAPES	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-17	COMPUTER FILES (H.D.)	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-18	COMPUTER FILES	5 Years	Diskette	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-19	EMAIL CORRESPONDENCE	5 Years		06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-20	WAIVERS	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-21	ANNUAL REPORT	Permanent	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Fire			03-22	F-273B CITIZEN COMPLAINT REPORT	5 Years	Paper	06/05/2003	Wright, Chief Robert	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
General Services	Parking Facilities		96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
General Services	Parking Facilities		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-1	Payroll - Daily Employee Time Cards	Permanent	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-2	Payroll Attendance Reports, Payroll Registers, Time Sheets and Leave Forms	Permanent	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-3	Claim Vouchers (original copy in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Greater Cincinnati Water Works	Fleet Services		86-4	Vendors Invoices (Primary copies)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-5	Pool Car Tickets - copy sent to agency	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-6	Fuel transaction reports for city fleet	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-7	Fuel card request form	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-8	Master Vehicle Usage Log - form used at automated fuel pumps when vehicles identification card is damaged or lost and emergency fuel is needed.	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-9	Record of Manual Fuel Disbursements a) Regular Gasoline, b) Unleaded Gasoline, c) Diesel Fuel, 2) Non-Fuel Disbursements	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-10	Fuel Inventory Report - form used weekly by automated and manual fuel stations to report their inventory of fuel and oils	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-11	Parts Requisitions - basis for agency billing for parts used	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-12	Repair Orders: a) White Copy - sent to office to establish account for charges to agency b) Yellow Copy sent to office when job completed. File in equipment folder.	1 Year when equipment disposed of	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-13	Expense Orders - Pink copy filed in office after items received and charged to agency.	3 Years	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-14	Purchasing Agent Contracts	5 Years after expiration	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-15	Purchase Orders	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-16	Requisitions (original in Purchasing Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-17	Accident Files	2 Years, provided no action pending	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-18	Inventory Records	Until superceded, provided audited	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-19	Cash Receipt Schedules (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-20	Payroll Journal Book	Permanent	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-21	Accounts Receivable Invoices & Reports (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-22	Interdepartmental Settlement Voucher Report (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Greater Cincinnati Water Works	Fleet Services		86-23	Vendors Price Lists	3 Years provided audited.	Paper	11/01/2005	Schwab, James, Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		81-1	Birth Certificates	Until Microfilmed	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-1 A	Birth Certificates	Permanent	Microfilm	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-2	Death Certificates	Until Microfilmed	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-2 A	Death Certificates	Permanent	Microfilm	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-3	Birth & Death Certificate Index (Card File)	Permanent	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-4	Birth & Death Certificate Index (Volumes 1901-1938)	Permanent	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-5	Requests for Certificates (at counter in office)	2 Years, provided audited	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-6	Requests for Certificates (by mail)	2 Years, provided audited	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Vital Records		81-7	Requests for Certificates (from police agencies)	2 Years	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank

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Health	Vital Records		81-8	Requests for Certificates (free copies and governmental agencies)	Until audited	Paper	2/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Conrad, M	Poliner, Frank
Health	Central Pharmacy		1	Shipping Records - Cincinnati Health Department inventory cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		1a	Shipping Records - Completed Cincinnati Health Dept. Requisitions (Form AXC)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		2	Receiving Records-CHD Contract Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		2a	Receiving Records-CHD Inventory Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		2b	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		2c	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		2d	Receiving Records - (Drug Enforcement Agency) DEA Controlled Substances Invoices for the clinic pharmacies kept in Central Records in Drug Laws of Ohio Section 1304.04	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3a	General Files - Directives Incoming	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3b	General Files - Directives Outgoing	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3c	General Files - Price Lists (drugs, clinic supplies, dental supplies)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3d	General Files - Inventories Central Pharmacy	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3e	General Files - Inventories Clinic Pharmacies	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		3f	General Files - Requisitions (completed 1-S and completed 12-S and CHD-042)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		4	Shipping Records - completed CHD requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		5	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		5a	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		6	General Files - Central supply inventories	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		6a	General Files - Completed 1S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		6b	General Files - Completed 12-S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		7	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Central Pharmacy		8	Prescriptions blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy.	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Health	Primary Care		87-1	Health Center Encounter Form	3 Years, provided audited	Paper	11/24/1987	Broadnax, Stanley E.	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Health	Primary Health Care		95-1	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	3 Years of inactive status; then microfilmed	Paper	2/8/1995	Bley, Richard V.	Annett, Lawrence P.	Brannick, John A.	Illegible, S. Michael
Health	Primary Health Care		95-1a	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	Permanent	Microfilm	2/8/1995	Bley, Richard V.	Annett, Lawrence P.	Brannick, John A.	Illegible, S. Michael
Health			AL-001	General Correspondence	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.



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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health			AL-002	Commercially Published Magazines, Newspapers, and Journals	Daily Disposal	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-003	E-Mail Correspondence	Considered draft documents. Maintain until of no further administrative value. Email that needs to be kept for an extended period of time should be printed and stored with paper files.	Electronic	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-004	Correspondence Files stored on computer hard drive	Considered draft documents. Maintain until of no further administrative value. Files to be kept for an extended period should be printed and stored as hard copies or maintained in accordance with the City's electronic storage policies.	Electronic	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-005	Legal Opinions	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-006	(information has been whited out)	whited out	whited out	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-007	Minutes of staff, safety, and program meetings	2 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-008	Telephone Messages	Maintain until of no further administrative value. Daily disposal	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-009	Calendar	Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health			AL-010	Electronic Calendar	Current Year	Electronic	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Board of Health		BH-001	Official Records of Board of Health (agendas, minutes, and supporting materials)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Board of Health		BH-002	Audio and visual records of Board of Health meetings	Until official record is approved by the Board of Health	Recording Tape	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Board of Health		BH-003	Board of Health Regulations	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Board of Health		BH-004	Board of Health By-Laws	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Board of Health		BH-005	Board of Health Policies	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Community Health		CH-001	Home Health Client Records	7 Years, or until Age of 19, whichever is longer	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Community Health		CH-002	Home Health Client Records	7 Years, or until Age of 19, whichever is longer	AS400	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-001	Internal Test Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-002	Internal Quality Control Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-003	Internal Proficiency Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-004	Laboratory Procedures	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-005	Laboratory Procedures	Permanent	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Central Laboratory		CL-006	Laboratory Studies	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Commissioner's Office		CO-001	Annual Report (HCO)	(O.R.C. 149.11) Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.



**CITY OF CINCINNATI  
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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health	Commissioner's Office		CO-002	Administrative Memoranda and Policies and Procedures of the Health Department	Until superseded or terminated	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Commissioner's Office		CO-003	Audiovisual materials - includes exhibits, movies, PSA's and videotape productions	Until of no further administrative value	Audiovisual Medium	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Commissioner's Office		CO-004	Organizational Chart	Until superseded	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Commissioner's Office		CO-005	News Releases	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-001	Construction Plans	After Closed + 1 Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-002	Retail Food establishment inspection reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-003	Food Program Complaint Investigation Reports (No illness)	3 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-004	Food Illness Investigation Report	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-005	Food Service Operations Inspection Reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-006	Food Service Operations Inspection Reports (With Illness Complaint Investigation)	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-007	Nuisance complaint investigation forms - includes pertinent information about filed health nuisance complaints, inspections, violations, follow-up, responses and resolutions	3 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-008	Pool plan review application (includes an application requesting CHD to review plans for a public pool. Record includes pertinent contractor information, construction plans, fees and application).	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-009	Pool plan review application for pools Closed but Destroyed (Filled In)	When verification of destruction is obtained	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-010	Household Sewage Disposal System Reports	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-011	Animal Bite Investigation Reports (see Medical Director's Office for Positive results)	Three Years after case is closed	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Environmental Services		ES-012	Environmental Investigations of Lead	20 Years, provided no pending legal action	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-001	Accounts Receivable Record (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-002	Activity Reports (TRD)	2 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-003	Annual Appropriation Ordinances (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-004	Annual Budget (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-005	Audit Reports (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-006	Bank Deposit Slip	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-007	Bank Statement (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-008	Budget Working Papers (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-009	Cash Receipts Schedule (TRD)	Three Years after last entry, provided audited.	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-010	Check Register	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-011	Contracts and Agreements (TRD)	15 Years after expiration	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health	Fiscal		FI-012	Daily Report of Cash Received (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-013	Encumbrance and Expenditure Journal (TRD)	Seven Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-014	Incoming Funds Register (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-015	Insurance Policies (TRD)	Three Years after expiration, provided no claims pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-016	Leases (TRD)	Three Years after expiration, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-017	Licenses (TRD)	One Year after expiration	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-018	Monthly Statement of Balances (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-019	Performance Bonds (TRD)	After project terminates	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-020	Permits (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-021	Purchase Orders	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-022	Receipt Books	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-023	Record of Fund Received	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-024	Requisitions	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fiscal		FI-025	Vouchers	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Fleet Management		FM-001	Accident Reports (TRD)	3 Years, provided no claim pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Maintenance		MA-001	Equipment Inventories and related Reports (TRD)	Until Revised and Audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Maintenance		MA-002	Equipment Maintenance Record (TRD)	Life of Equipment	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Maintenance		MA-003	Maps and plans of Health Department property (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Maintenance		MA-004	Project Plans, drawings and Maps (TRD)	Life of Project	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Medical Director		MD-001	Animal Bite Records - Positive Bites	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-001	Health Center Encounter Forms	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-002	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	3 Years, then Microfilmed	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-003	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	Permanent	Microfilm	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-004	Clinic Incident Reports	7 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-005	Patient Complaint Forms	One Year after Investigation Completed	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Primary Care		PC-006	Telephone Triage Documentation (Calls other than Clinic Patients)	One Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-001	Shipping Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-002	Shipping Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-003	Shipping Records completed requisitions (form AXC)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-004	Shipping Records completed CHD requisitions	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-005	Receiving Records contract cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-006	Receiving Records contract cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health	Pharmacy		PH-007	Receiving Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-008	Receiving Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-009	Receiving Records contracts	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-010	Receiving Records Purchase Orders	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-011	Receiving Records Drug Enforcement Agency controlled substance invoices (see Drug Laws of Ohio Section 1304.04)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-012	General Files Directives Incoming	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-013	General Files Directives Outgoing	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-014	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-015	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-016	General Files Inventories Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-017	General Files completed 1-S Requisitions Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-018	General Files Completed 12-S & CHD-042 Requisitions Central Pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-019	General Files completed 12-S Requisitions Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-020	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-021	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-022	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Pharmacy		PH-023	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	AS400	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health				See Drug Laws of Ohio Section 4729.37 Ohio State Board of Pharmacy; Section 1304.03 Drug Enforcement Administration			6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-001	Birth Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-002	Death Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-003	Birth and Death Certificate Index (Card File)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-004	Birth and Death Certificate Index (Volumes 1901-1938)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-005	Requests for Certificates	One Year, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Vital Records		VR-006	Requests for Certificates (free copies and governmental agencies)	Until Audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health	Vital Records		VR-007	Requests for Certificates (free copies and governmental agencies)	Until Audited	E-mail	6/5/2003	Adcock, Malcolm	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Health	Geriatric Services	Operation Division	80-1	Correspondence (General letters and memos or correspondence pertaining to conditions or patient care.)	Review annually for disposal, excepting correspondence pertaining to complaints regarding patient care, which should be kept at least 2 Years.	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Geriatric Services	Operation Division	80-2	Nursing Home Records (may include communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, fire, sanitation, and building inspection reports, copies of menus, weekly time sheets, licensed personnel's orientation, sample plans of care, P.R. information distributed to the public by the home.) Copies of the forms to be retained and discarded are on file with the Cincinnati City Records Commission.	Review annually for disposal, retaining: communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, and fire, sanitation, and building inspection reports.	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Geriatric Services	Operation Division	80-3	Variance Requests (requests from nursing homes for exceptions from Cincinnati Municipal Code Chapter 847 requirements. Includes: correspondence, proposed justification for variance, department response.)	Retain current + previous 2 Years	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-1	Client Records - client files of the Treatment Alternatives to Street Crime Program (boxes 10-64)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-2	Client Records - Client files of the Standards Implementation Program - Drug and Alcohol (boxes 1,2)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-3	Client Records - Client files of the Community Aftercare Program (boxes 5,6)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-4	Client Interview Forms - initial screening interviews of program volunteers (boxes 7,8)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-5	Client Related Information - correspondence and scheduling information (boxes 3, 4, 9). Duplicate information is in client files.	Destroy Immediately	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Human Resources		1-00	Accident Reports, I-91 Form	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		2-00	ADA Requests (Permanently maintained by Personnel Department)	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		3-00	Application for Employment	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Health	Human Resources		4-00	Employee Personnel File containing Name, Address, Telephone Number, Emergency notification information, Copies of all previous Form 14-S (when Form 14 Requirement was in place), copies of corrective/disciplinary actions (to be removed in accordance with the applicable labor agreement), copies of Commendations, Copies of Performance Reviews, Copies of Tax Withholding information, Copies of Memorandums relating to the employee, Any other information which relates to the employee's job performance, Photo of employee, Pink employment record card, Outside Work notification, Exit Interviews	Permanent, unless permission is granted by the Director of Personnel Department	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		5-00	EEO Complaints Records	15 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		6-00	FMLA Requests	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		7-00	General Correspondence	1-5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		8-00	Gross Pay Register (Maintained by Central Payroll for 15 Years)	1 Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		9-00	Leave of Absence, Compensatory Time	3 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		10-00	Letter of Reference	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		11-00	Letter of Resignation	Permanent	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		12-00	OSHA related medical exams, toxic substance exposure and bloodborne pathogen exposure records	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		13-00	Payroll Attendance Record	3 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		14-00	Statistical Reports: Training, EEO, Safety	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		15-00	Supervisor Held Employee Files	Kept until employee leaves service. Copies of forms are kept in the EE Personnel file can be disposed of. All other items one year after employee leaves service	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		16-00	Time Sheets	15 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		17-00	Training Request Sheets	10 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		17A-00	Training Request Sheets	Permanent	Electronic Files (Computer)	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Health	Human Resources		18-00	Workers Compensation Claim	10 Years after date of final payment	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari	Meeks, Martin E.
Law	Civil		79-1	Annual Budget (for this department)	5 Years	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-2	Annual Report (for this department - record copy in Municipal Library)	5 Years	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-3	Bond Files (bond sale files, bond ordinances, and supporting papers)	2 Years after last issue is paid	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-4	City Bulletin (for this department)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Law	Civil		79-5	Claim Files (name of claimant, address, description of damage, estimates, request for payment, report by department concerned, correspondence, and determination: claim accepted or rejected, explanation if paid, request for voucher and release)	3 Years from the date of incident, provided no action is pending and provided no minors are involved.	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-6	Claim Vouchers (for this department - record copy in Finance Department)	Current + Previous 2 Years	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-7	Correspondence - General	Review annually for disposal	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-8	Docket Cards (status of case & court action)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-9	Legislation Files (ordinances and resolutions passed by Council)	10 Years, then review for disposal	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-10	Payroll Attendance Records (for this department - record of employee sick leave, vacation, and hours worked - record copy in Finance Department)	Current + Previous 3 Years	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-11	Payroll Registers (for this department - record copy in Finance Department)	Current + Previous 2 Years	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-12	Personnel Files (for this department)	2 Years after termination of employment	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-13	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-14	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-15	Solicitor's Case Files (record copy retained by Clerk of Courts)	Review for disposal 1 year after case is closed/settled	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-16	Solicitor's Opinions (filed by subject)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Civil		79-17	Formal Solicitor's Opinions (bound chronologically) and Index (card file)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Law	Real Estate		79-1	Annual Budget (for this Division)	5 Years	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-2	Annual Report (for this Division - record copy in Municipal Library)	5 Years	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-3	Assessments - Card File (filed alphabetically by name of improvement, with date of resolution, date of service of notice, and date of ordinance)	1 Year after end of assessment	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-4	Attendance Report (for this Division - record of employee's attendance, vacation, and sick leave)	Current + Previous 2 Years	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-5	Billing - Personal (payroll for this Division - record copy in Finance Department)	Current + Previous 5 Years	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-6	City Bulletin (for this department)	Current Year	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-7	Claim Vouchers - Non-Personal Billing (for this Division - record copy in Finance Department)	Current + Previous 2 Years	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-8	Correspondence - (General letters & memos)	Review annually for disposal	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-9	General Index Card - by Project (filed by project or street name, date, ordinance number, file number, date closed)	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-10	Index Card File - by Address (owner's name, address, project name, and parcel number)	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Law	Real Estate		79-11	Index Card File - by Owner (owner's name, address, project name, ordinance number, date deed recorded)	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-12	Individual Acquisition Record (filed by parcel number; provides details of real estate transaction)	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-13	Purchase Orders (for this Division - record copy in Purchasing Department)	Current + Previous Year	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14	Parcel Files (filed by project name and keyed into index card files; all pertinent material on the sale and purchase of City property, lease and rental of property by the City; records on granting of easements, revocable street privileges, exchange of property control between City departments: contracts, agreements, correspondence, deeds, leases, copies of ordinances, photographs, plats, court records, and negotiation documentation)			03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14a	Dedication & Vacation Files (streets)	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14b	Highway & Street Project Files	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14 C 1	Property Files (fire, police, sewer facilities, etc.) Permanent Municipal Facilities	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14 C 2	Project Properties	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14d	Sewer & Grade Crossing Files	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14e	Park & Recreation Files	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-14f	Title Examination Note Files	Permanent	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-15	Personnel Files (for this Division - record copies in Solicitor's Office)	1 Year after termination of employment, and after review with Solicitor's Office	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Law	Real Estate		79-16	Sidewalk Notices (filed alphabetically by street)	1 Year after expiration date	Paper	03/02/1979	Richard C. W--- or M...	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Law	Real Estate		79-17	Time Sheets (O.R.C. 2305.11)	3 Years then review for disposal, provided audited.	Paper	03/02/1979	Richard C. W--- or M---	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Neighborhood Services			00-1	PROJECT FILES - authorization ord., correspondence, budgets, grants, appraisals, acquisition, evaluation and monitoring documents, financial documents	3 Years after completion, provided audited	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports	3 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-3	DAY LETTER FILES	Current Year in file, previous year in storage	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-4	DEVELOPMENT AGREEMENTS - (contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants.	3 Years after completion of services	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-6	PROJECT PLANS, DRAWINGS, AND MAPS	Life of project	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-7	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-8	FINANCIAL REPORTS - Monthly revenue and expense reports, fund status reports, cash receipts schedules, project status reports (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-9	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-10	FINANCIAL DOCUMENTS - purchase orders, requisitions	3 Years provided audited if necessary	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-11	STATEMENT OF BALANCES	Current + 2 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-12	PUBLICATIONS & REPORTS - issued by this department	3 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-13	CITY BULLETINS - department copy	3 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-14	CIDES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-15	MISCELLANEOUS - department copy of Civil Service Commission Minutes, job opportunity notices	6 Months	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-16	PERSONNEL FILES - duplicated in Personnel Department	3 Years after termination, 1 year after retiring	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-17	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-18	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Neighborhood Services			00-19	LOAN FILES - Approved	3 years from payof date, provided audited	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-19	LOAN FILES - Rejected	1 Year after application	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-20	BUDGET WORKING PAPERS Community Budget Request Forms	5 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Neighborhood Services			00-21	TIME SHEETS	3 years, provided audited	Paper	7/11/2001	Meadows, Cheryl	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Personnel	Management Services & Civil Service		79-1	Annual Budget (copy of department budget)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-2	Annual Report (for this department - forward record copy to Municipal Library)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-3	Application for Employment & Examinations (filed numerically, with application, interview and grade sheet, examination notice stub, & examination sheet)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-4	Application for Employment - Failed to Appear (applications of persons failing to appear for scheduled examinations)	6 months after examination date	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-5	Applications for Workmen's Compensation (applications filed alphabetically by employee's name; copy sent to State Office - ORC 4123.68)	5 Years after last award	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-6	City Bulletins (department copy)	Current Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-7	Civil Service Minutes (bound record of Commission meetings and business)	Permanent	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-8	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-9	Correspondence (general letters & memos)	5 Years, then review for disposal	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-10	Correspondence - Rejection Letters (letters to applicants not eligible to take exams; résumés, applications, rejection letters)	3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-11	Eligibility Lists (filed in binders by year of exam, with lists for both open and promotional exams)	2 Years, then microfilm	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-11 A	Eligibility Lists (filed in binders by year of exam, with lists for both open and promotional exams)	Permanent	Microfilm	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-12	Eligibility List - Card File (examination record card of persons eligible for employment)	1 Year after expiration of eligibility	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-13	Employee Date File (print-out of basic statistics on each employee - record copy in Finance Department )	Until new print-out is issued	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-14	Employment Record Card (filed alphabetically by name; includes address, date of birth, salary adjustments, classification and status, exams taken, grade, rank, annual service rating, disciplinary action, and date of termination of employment)	35 Years after termination of employment	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-15	Employment Verification List (bi-monthly print-out of basic statistics on each employee)	Until new print-out is issued	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Personnel	Management Services & Civil Service		79-16	Examination Record Card (name, address, date of birth, exam date, exam, exam number, score, rank & expiration date - filed with Employment Record Card)	35 Years after termination of employment	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-17	Job Complement Sheet (sheet for computer changes indicating codes, additions, deletions, reclassifications, transfers, etc., copy sent to Finance Department - information also on Employment Record Card)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-18	Ordinance Book - Personnel Department (copies of ordinances pertinent to Personnel & Civil Service - record copy in Clerk of Council's Office)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-19	Outside Work Permits (approval of employee's employment in positions other than their positions with the City)	Retain until expiration	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-20	Payroll Attendance Records (record of attendance, vacation, & sick leave for employees of this office only)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-21	Payroll Correspondence File (notification of promotion, employee change form, temporary transfer sheets, step-up files - information also on Employment Record Card)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-22	Payroll Register (for this department - record copy in Finance Department )	Current + previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-23	Performance Rating Sheets (annual evaluation of employee's performance, signed by supervisor & employee)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-24	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-25	Rate File - Notification of Changes (Record notifies data processing division of changes in rate of pay - copy also in Finance Department & all changes are recorded on Employment Record Card)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-26	Request for Unemployment Payments (applications for unemployment payments by City employees - copy sent to State Office)	2 Years, after date of application, provided no action is pending.	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-27	Requisitions (For this Department - record copy in Purchasing Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-28	Specifications (position descriptions for City employment)	Until obsolete or until superseded	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-29	Statistical Reports (copies sent to State and Federal agencies)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services & Civil Service		79-30	Solicitor's Opinions (opinions pertinent to this department)	Permanent	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-1	Correspondence concerning Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-2	EEO Complaints records	5 Years		06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-3	EEO computer print-outs (Dec. Report 21, Dec. Report 25, Dec. Report Table of Organization)	5 Years	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-4	Exhibits of Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-5	Notice of disciplinary action, separation, or lay-off (Form 32)	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-6	Summaries of agency disciplinary action hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-7	Transcripts of Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police	Criminal Investigation Section	Major Offenders Unit	02-001	Fraud "Information Only" case jackets and contents	Current year plus 3 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-002	Police Department Assignment Report	Current year plus 5 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-003	Employment Verifications	Current year plus 1 previous year	Paper	6/28/2002	Janke, Assistant Chief Richard L.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			81-3	Background Investigation Reports (of job applicants)	Change retention period from 18 months to 2 Years	Paper	6/28/2002	Combs, Assistant Chief Cindy M.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-004	Form 17SS-Substation Request Form	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-005	Form 17MS-Monthly Substation Inspection	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-142	Mobile Video Recording Tape	Changing retention period from 30 days to 90 days	Paper	6/28/2002	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-006	Form 473--Liquor Permit Application Routing Slip	Until Liquor License is cancelled	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-007	Crime Stoppers Tip Cards	Current year plus 2 yrs	Index Card and Electronic Data Base	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-008	Department of Justice Compliance Documents	Current year plus 5 yrs	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-138	18C Use of Canine	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-139	18CI Use of Chemical Irritant	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-140	18I Injury to Prisoner	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-141	18TBFP Use of Taser/Beanbag Shotgun/40MM Foam Round/Pepperball	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-010	18T Use of Taser/Diagram (Discontinued as Form 18A)	Current year plus 10 years	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-011	18A Weapons Discharged at an Animal	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Police			02-012	18AD Accidental Discharge	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-013	18F Supervisor's Preliminary Use of Force Investigation	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-014	18SW Supplemental Witness List	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-015	17DP Detail Policy	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-016	17FTA Failure to Appear for Court	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-017	17IT Information Technology Request	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-018	644S Daily Observation Report Supplemental Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-019	646A FTO Program Sergeant's Weekly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-204	Citizen Complaint or Information	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-020	646B FTO Program Relief Commander's Narrative Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-021	647A FTO Program Supervisor Monthly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-022	647B FTO Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-023	648A Citizen Complaint Resolution Process-Acknowledgement of Participation	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-024	648A Citizen Complaint Resolution Process-Resolution Disposition	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-025	301AS CPD Arrest Supplement	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-026	311G CPD Confidential Investigative Notes-General	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-027	311N CPD Confidential Investigative Notes-Narrative	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-028	301PS CPD Property Supplement Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-029	311S CPD Confidential Investigative Notes-Suspect	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-030	301 WS CPD Victim/Vehicle Supplement	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-031	311DV CPD Confidential Investigative Notes-Domestic Violence	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			01-069	644 Daily Observation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-200	645 FTO Program Beat Profile	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Daily Evaluation Report	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-201	645B Field Training Guide (Recruit Evaluation)	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Police			87-202	Form 646 Bi-Weekly Evaluation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-204	648 Citizen Complaint or Information	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-203	647 FTO Final Evaluation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-089	301 CPD Incident Report	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Offense Report	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			87-094	304 CPD Missing Report	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Missing Person Report	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			02-032	303 CPD Motor Vehicle Incident Report	Current year plus 6 years	Paper	6/5/2003	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-001	Form 301, Offense Report	Change from 10 Years to Current + 6 Years	Paper	12/30/2004	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-002	Form 301, Offense Report	Ten Years	Electronic	12/30/2004	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-003	Form 304A, Child Abduction/Amber Alert Plan Form	Current Year + 3 Years	Paper	12/30/2004	Streicher, Chief Thomas J., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-004	Form 331, CPD Money Disposition Order	Current Year + 2 Years after disposition	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-005	Form 70T, Request for Outside Travel	Five Years + current term	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-007	Court Notices	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-008	Neighborhood Reports	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-009	Contact Cards	Maintained until verified on electronic file	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-010	Contact Cards	Current + 5 Years	Electronic	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			04-011	Bureaus' News Release, monthly and annual reports	None established	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-001	Court Control Daily Tally Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-002	Court Control Daily Log Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-003	Form 330 (white copy)	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-004	Release/Return of Items Card	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-005	Disposition Court Order	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-006	Daily File Jacket	Current Year + 5 Years	Manilla Folder	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-007	ACE Court Property Database	Current year + 25 Years	Magnetic Disk	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-008	Property Card File (to 1995)	Current year + 25 Years	Index Card	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police			05-009	Paid CPIs	Until Audited by the County	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Police			05-010	Unpaid CPIs	Perpetual	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-001	Form RIP1 - Rapid Indictment Program request to officers for more information on felony cases	Current plus the previous 6 months - Destroy without RC-3	Paper	09/14/2006	Streicher, COL Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-002	Form RIP2 - Rapid Indictment Weekly Report	Current plus previous 2 years	Magnetic Disk	09/14/2006	Streicher, COL Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-003	Form RIP3 - Rapid Indictment Program Montly Report	Current plus previous year	Magnetic Disk	09/14/2006	Streicher, COL Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-004	Form RIP4 - Rapid Indictment Program Annual Incremental Report	Current plus previous 10 years	Paper	09/14/2006	Streicher, COL Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-005	RIP5 - Rapid Indictment Program Log - database of all defendants and cases processed through RIP	3 years - Delete cases older than three years without RC-3	Magnetic Disk	09/14/2006	Streicher, COL Thomas H., Jr.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Public Utilities	Parking Facilities	Operational Facilities	90-1	Accident/Incident Reports: Records of accidents, thefts, vandalism, etc. reported at a facility; copy sent to Administrative Office.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-2	Customer Owes Forms: Records of patrons owing small amounts of money.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-3	Deposit Records: Records of deposits being picked up by contract courier service.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-4	General Correspondences: Includes all letters and memos except those containing policy statements or payment for parking services.	1 Year	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-5	Operational Data: records of miscellaneous work performed, work schedules, surveys, etc.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-6	Overnight Reports: Listing of vehicles in facility at the start of a business day.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-7	Parking Applications/Orders: Request for prepaid parking, special rental of a facility.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-8	Parking Receipts: Serialized receipts for parking services.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-9	Payroll Records: Attendance records of employees and other contracted personnel, leave of absence forms (originals to Administrative Office).	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-10	Prepaid Permits: Passes, permits, and related tickets which allow entry or exit into a facility. Does not include those permits transferred to City Treasurer for accounting purposes.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-11	Revenue Reports: Records of deposits. Copies sent to City Treasurer and administrative Office. Includes supporting documentation.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-12	Fee Computer Reports: Reports of transactions as recorded by a fee computer.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-13	Access Control Reports: Miscellaneous reports generated by access control equipment.	1 Year	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Parking Facilities	Operational Facilities	90-14	Security Reports: Reports compiled by employees or contract security personnel.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Utilities	Parking Facilities	Operational Facilities	90-15	Revenue Count Records: records of counter activities, crew leader reports and check-out forms.	2 Years	Paper	01/31/1990	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Convention Center		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Convention Center		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Public Utilities	Parking Facilities	Administration	79-1	Accident/Incident Reports (records of vandalism, accidents, theft, etc., occurring at parking facilities. Garage retains original copy)	4 Years from date of incident, provided no action is pending.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-2	Accounts Receivable (schedules of accounts for damages, non-payment, etc.)	Retain until payment is received, and account is closed and audited.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-3	Correspondence (general letters and memos)	Review annually for disposal.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-4	Employment Applications, Part-time (applications, interviews, test scores)	Retain until new test is given & new eligibility list is created.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Utilities	Parking Facilities	Administration	79-5	Invoices (sent to parking patrons for damages to facilities, non-payment, monthly parking)	3 Years, provided paid and audited.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-6	Monthly Revenue Report - Treasury Division (copy of monthly revenue report of parking facilities maintained in Treasury Division)	3 Years	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-7	Parking Meter Shop Operational Data (daily, monthly, & annual information regarding work performed: location, code, condition of meter, time, number of meters checked, license number of vehicle, etc.	2 Years	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-8	Payroll Records (Payroll attendance records, payroll registers, time sheets for garage employees, & leave forms)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-9	Personnel Records (applications, performance ratings, disciplinary action, etc.)	5 Years, after termination of employment.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-10	Requisitions (department copy, record copy in Purchasing Dept.)	Current & Previous 3 Years.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-11	Revenue Reports, Daily Master (number of tickets, location, date, time; copy sent to Treasury Division)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-12	Seasons Parking Tickets, Applications for (book number, name & address of applicant)	Current & Previous 2 Years	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Parking Facilities	Administration	79-13	Vouchers & Closed Contracts (department copies - original contract in Accounts & Audits - Finance Dept.)	5 Years after expiration of contract provided vouchers have been audited.	Paper	12/20/1979	Ty----, Willie	Wertheimer, Paul L.	Harscham, Peter M.	Poliner, Frank
Public Utilities	Convention Center		94-1	Accounts Receivable Schedules	3 Years, provided payments received and audited.	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-2	Bid & Bid Computations	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-3	Blanket Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-4	C.G. & E. Computer Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-5	Cancelled Event Contracts	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-6	Cancelled Event Options	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-7	Cash Receipt Schedules	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-8	Cincinnati Concessions	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-9	City Bulletin	1 Year	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-10	Completed Event Files	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-11	Construction Contracts and Agreements	15 Years after expiration	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-12	Correspondence (general letters)	5 Years, review for disposal	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-13	Credit Card Receipts/Charges	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-14	Crowd Control - security form	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-15	Detail Entry Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-16	Employee Accidents/Injury Reports	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-17	Encumbrance Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-18	Exhibitor Service Files - usage of utilities by exhibitors by event	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-19	Expense Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-20	First Aid Records - security form	10 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-21	Grievance Hearings	3 Years, until resolved	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-22	1971-1984 Guard Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-23	Interdepartmental Billing & Schedule	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-24	Invoices - sent to leasees and exhibitors	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Utilities	Convention Center		94-25	Job Opportunities - posted from City Hall Personnel Office	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-26	Maintenance Records	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-27	Municipal Garage Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-28	Objectives	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-29	Ogden Food Service	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-30	Ordinances	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-31	Parking Record Sheets - 1977-1979 prior to expansion	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-32	Payroll	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-33	Personnel Records	5 Years after termination of employment	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-34	Photographs	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-35	Purchase Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-36	Requisitions	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-37	Revenue Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-38	Statement of Balances	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-39	Table of Organization	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-40	Turnstiles	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-41	Vouchers	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-42	Vouchers Paid Report	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Utilities	Convention Center		94-43	Work Orders	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Highway Maintenance		98-1	ACCOUNTING JOB ORDER JOURNAL	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-2	VARIOUS ACCOUNTING DOCUMENTS	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-3	COST MANAGEMENT	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-4	VARIOUS ACCOUNTING MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-5	DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-6	EQUIPMENT CHECK LIST	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-7	OVER-TIME CERT.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-8	VOUCHERS AND I.D. BILLS	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-9	MISC. ACCOUNTING REPORTS	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-10	VARIOUS FORMS (3rd Shift)	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-11	VARIOUS ACCOUNTING FORMS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-12	PAYROLL BATCHES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-13	COST MANAGEMENT MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-14	STORMWATER DAILY CREW CHECK	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-15	DAILY CREW CHECK SCHEDULES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-16	ACCOUNTING RECEIVABLE	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-17	ASPHALT DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-18	PAYROLL INFORMATION	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-19	PAYROLL EXPENDITURES REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-20	GARNISHMENTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-21	ACCOUNTING PAID VOUCHERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-22	TELECOM CHARGE BILLS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-23	ACCIDENT REPORTS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-24	REQUEST & SUMMARY REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-25	ACCOUNTING BILLS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-26	VOUCHERS ACCOUNTING	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-27	VOUCHERS DAILY CREW REPORTS (3rd Shift)	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-28	MISC. ACCOUNTING FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-29	DAILY CREW REPORTS - EQUIPMENT	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-30	DAILY CREW REPORTS - OVERTIME CERTS.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-31	INVOICES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-32	CODE 6 (Going to a location) and CODE 7 (At the location) Radio Calls	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Works	Highway Maintenance		98-33	DAILY CREW REPORTS (TA & Structures)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-34	CONTRACTS	EXPIRED	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-35	DAILY CREW REPORTS (Sign Shop)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-36	MISC. ACCOUNTING	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-37	STORMWATER VOUCHERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-38	PAYROLL	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-39	DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-40	RADIO CALL (Going to location & At the location)	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-41	VACATION BALANCE & OVERTIME	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-42	WORK ORDERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-43	DISC. COUNTER MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-44	MISC. ACCOUNTING FORMS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-45	WEATHER REPORTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-46	OVERTIME CERTS.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-47	MISC. ACCOUNT. USER MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-48	DAILY CREW REPORTS (Sign Shop & Structures)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-49	WEATHER REPORTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-50	VEHICLE INSPECTION SHEET	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-51	MISC. ACCOUNTING PAPERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-52	MISC. PERSONNEL	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-53	POLICE OFFICERS EXPENDITURES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-54	DUPLICATE PERSONNEL FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-55	ACCOUNTING FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-56	MISC. SUPERVISORS FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-57	DUPLICATE ACCOUNTING REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-58	SUPERVISOR FILES ASPHALT	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-59	JOB ORDERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-60	INVOICES	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-61	INTERSTATE BILLING	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-62	MISC. PLATS REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-63	STORE ORDER ISSUE FORMS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-64	ASPHALT PLANT TICKETS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-65	SUPERVISOR DUP. PERS. FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	Highway Maintenance		98-66	DUP. COPIES COMPLAINTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.	Annett, Lawrence P.	Wildermuth, Jane S.	Meeks, Martin E.
Public Works	General Engineering		81-1	Engineering Drawings	Microfilm original tracings and keep film permanently. Destroy tracings at discretion of City Engineer once filmed. (This pertains to tracings made in 1981 and afterward. Evaluate pre-1981 tracings for their continuing value to the city; film tracings with future value, purge those without.)	Microfilm	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-2	Flood Records	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-3	House Numbering Records	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-4	Non-Project Correspondence	Review annually for disposal. May film the larger files	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-5	Ordinance Copies (Ordinances for this section)	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Works	General Engineering		81-6	Project Files (Files include: Correspondence and memos [incl. problems and funding sources], copies of legislation for the project, site plan copies, payment vouchers for construction [copies also sent to Finance Dept.], bid tabulations, awarding of contract, change orders, property agreement copies for real estate bought, property description copies.)	After 1 to 2 years, microfilm entire file and retain microfilm permanently. Then destroy paper copy. Film old files back to ca. 1955, retain film permanently and destroy paper copies. Evaluate pre-1955 files for same procedure if file is of future use.)	Microfilm	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-7	Street Dedication Records - Plats	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-8	Street Dedication Records - Written Reports	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-9	Street Inventory	Permanent	Computerized	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-10	Street Vacation Records	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-11	Topographic Maps	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-12	Underground Sewer Records	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-13	United States Weather Bureau Records	Permanent	Paper	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	General Engineering		81-14	Blue Ash Airport Land Acquisition Records	Permanent	Microfilm then destroy paper copy	08/06/1981	Rove?, George	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Works	Stormwater Management	Utility Division	94-1	Accounts Payable Records	3 Years	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-2	Accounts Receivable Records	3 Years after payment, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-3	Bank Deposit Slips	3 Years	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-4	Bank Statements	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-5	Check Stubs	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-6	Daily Report of Cash Received	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-7	General Correspondence	5 Years	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-8	Monthly Statement of Balances	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-9	Purchase Orders	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-10	Time Sheets	3 Years	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-11	Vouchers	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Public Works	Stormwater Management	Utility Division	94-12	Sewer Testing Records	5 Years	Paper	10/17/1994	Hamner, John H.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
Purchasing	Administrative Division		79-1	ANNUAL REPORT - (of this department - record copy sent to Municipal Library)	1 copy Permanently	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-2	ANNUAL BUDGET (for this department)	3 Years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-3	ATTENDANCE REPORTS (for this department: record of attendance, vacation, & sick leave)	Current + 3 previous years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-4	BID DOCUMENT FILES (includes bid, specifications, price data, correspondence, and may include copy of contract)	6 Years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-5	CITY BULLETIN (for this division)	Current Year	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-6	CLAIM VOUCHERS (for this department - record copy in Finance Department)	Current + Previous year	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Purchasing	Administrative Division		79-7	COMMODITY CARDS (summary of previous purchases, filed alphabetically by type of commodity, showing reference number, date of purchase, vender, and cost)	6 Years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-8	CORRESPONDENCE (general letters and memos)	Review annually for disposal	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-9	MAILING LIST APPLICATIONS (vendor's request to be placed on city mailing list)	Until obsolete or superseded	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-10	MATERIALS & PERFORMANCE TEST RECORDS (analysis of quality of items purchased by the city)	6 Years, then review for disposal	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-11	PAYROLL REGISTER (for this department - record copy in Finance Department)	Current + Previous year	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-12	PERSONNEL FILES (for this department: folders and cards with employment record - record copy in Personnel Department)	1 Year after termination of employment	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-13	PREVAILING WAGE PROGRAM FILES (filed alphabetically by project name with subcontract approval form, project proposal form, project classification form, contractor eligibility form, contractor's payrolls, employee interview form, etc.)	3 Years, then review for disposal, provided project audit is complete	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-14	PURCHASE ORDERS (white copy, filed numerically)	6 Years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-15	REQUISITIONS (filed by city department or division)	3 Years	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-16	SOLICITOR'S OPINIONS (for this department - record copy in Law Department)	5 Years, then review for disposal	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Purchasing	Administrative Division		79-17	SPECIFICATION FILES (standardized guidelines for the purchase of specific city items)	Until obsolete or superseded	Paper	04/23/1979	Rome, George	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Recreation			86-1	Accident Reports	3 Years, provided no claim pending	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-2	Accounts Receivable Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-3	Activity Reports	2 Years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-4	Administrative Memoranda and Executive Orders	Until terminated or superseded	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-5	Annual Appropriation Ordinances	5 Years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-6	Annual Budget	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-7	Annual Funding Report	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-8	Annual Report	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-9	Application for Employment	If employed, Permanent. Others, 1 Year	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-10	Audit Reports	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-11	Bank Deposit Slip (validated)	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-12	Bank Statement	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-13	Bi-weekly Payroll Journal	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-14	Bi-weekly Report of Sick and Vacation Leave	Until incorporated into sick and vacation leave record	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-15	Budget Working Papers	5 Years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-16	Cash Receipts Schedule	3 Years after last entry, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-17	Center Membership Registration Records	2 Years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.

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Recreation			86-18	Check Register	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-19	Checking Account Statement	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-20	Civil Service Examination	If employed, Permanent. Others, 1 Year or until eligibility expires	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-21	Contracts and Agreements	15 Years after expiration	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-22	Correspondence with Legislative Office	1-5 Years as long as of administrative value	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-23	Court Orders for Payroll Deduction	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-24	Daily Report of Cash Received	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-25	Daily Center Logs	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-26	Employee Earning Record	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-27	Employee Income Tax Withholding Certificate	3 Years after termination of employment, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-28	Employee Performance Evaluation	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-29	Employee Time Sheets	2 Years provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-30	Encumbrance and Expenditure Journal	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-31	Equipment Inventories and Related Reports	Until revised and audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-32	Equipment Maintenance Record	Life of equipment	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-33	Federal Income Tax Report	6 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-34	Federal Revenue Sharing Fund Accounting Records	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-35	Fee Books	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-36	Garnishment Orders	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-37	General Correspondence	1-5 Years as long as of administrative value	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-38	Golf Course Use Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-39	Grievance Hearing Files	Until resolved	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-40	Incoming Funds Register	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-41	Insurance Enrollment Record	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-42	Insurance Policies	3 Years after expiration, provided no claims pending	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-43	Labor Union Agreement	3 Years after termination	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-44	Leases	3 Years after expiration, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-45	Letter of Appointment	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-46	Letter of Reference	1 Year after employment decision is made	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-47	Letter of Resignation	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-48	Licenses	1 year after expiration	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.



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Recreation			86-49	Maps and Pland of Recreation Property	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-50	Membership Card Activity Report	2 Years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-51	Minutes of Recreation Commission	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-52	Monthly Report	Until incorporated into annual report	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-53	Monthly Statement of Balances	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-54	Notification of PayStep Increases	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-55	Overtime Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-56	Payroll Records (Journal)	Unless with Personnel office, Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-57	Payroll Sheets	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-58	Performance Bonds	After project terminated	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-59	Permits	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-60	Personnel Records for part-time employees	2 Years after termination	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-61	Position Descriptions	Until superseded	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-62	Project Plans, drawings and maps	Life of project, appraise for historical value	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-63	Promotion Statement	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-64	Property Inventories	Until superseded - provided audit	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-65	Purchase Orders	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-66	Purchases and Bids	Until audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-67	Receipt Book	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-68	Receipt for Certified Mail	2 years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-69	Reconciliation Sheets, bank accounts	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-70	Record of disciplinary action	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-71	Reference Materials	Until superceded or replaced	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-72	Reports	1 to 5 years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-73	Reports of Bureau of Employment Services	1 year	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-74	Requisitions	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-75	RSVP paperwok and records	4 years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-76	Sales tax records	2 years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-77	Scrapbooks	Appraise for historical value	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-78	Shelter house permits	2 years	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-79	Sick and vacation leave record	Permanent	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation				SPECIAL REVENUE AND FUND REPORTS		Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-80	Classified Expense / Revenu	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-81	Detail entry	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-82	Encumbrances	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-83	Statement of payment of professional services	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-84	Swimming pool logs	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-85	Swimming pool passes	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-86	Swimming pool registration records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-87	Swimming pool token sales report	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Recreation			86-88	Swimming pool use records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-89	Team rosters and scorebooks	1 year	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-90	Time sheets	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-91	Unemployment compensation records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-92	Vouchers	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Recreation			86-93	Workers Compensation claims	10 years after date of final payment	Paper	01/28/1987	Chase, Ronald W.	Annett, Lawrence P.	Cooper, Vickie G.	Geoghean, Michael J.
Regional Computer Center	CLEAR		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until Superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-02	CLEAR ACTION REQUESTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-03	CLEAR AUDIT FILES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-04	CLEAR ANNUAL REPORTS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-05	CLEAR BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-06	CLEAR BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-07	CLEAR BOARD OF ADVISORS AGENDAS/MINUTES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-08	CLEAR CLIENT CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-09	CLEAR CLIENT CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-10	CLEAR DATA BASE DESIGN	Until Superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-11	CLEAR GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-12	CLEAR GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-13	CLEAR HISTORY MATERIAL	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-14	CLEAR MANAGER CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-15	CLEAR MANAGER CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-16	CLEAR PAYROLL ATTENDANCE RECORD, VAC & SWP Forms (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-17	CLEAR REQUISITIONS (Record copy held in Administration)	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-18	CLEAR TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-19	CLEAR VOUCHERS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-20	DEPARTMENT OF JUSTICE GRANT FILE	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-21	EQUIPMENT INVENTORIES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-22	JAIL MANAGEMENT SYSTEM MATERIAL	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-23	LEADS BIENNIAL RE-CERTIFICATION LETTERS	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-24	LEADS CERTIFICATION LETTERS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-25	MDT (MOBILE DATA TERMINAL) MATERIAL	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-26	MDT (MOBILE DATA TERMINAL) MATERIAL	Permanent	Video	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-27	MDT INVOICING MATERIAL	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-28	RCIC NEWSLETTER	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-29	RCIC TRAINING DATABASE	Permanent	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-30	RCIC TRAINING CLASS ROSTERS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-31	SEMINAR & CONFERENCE INFORMATION	Until Obsolete	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Regional Computer Center	CLEAR		04-32	TAX LEVIES (1967, 1972, 1977, 1982, 1996, 1997)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-33	TECHNICAL MANUALS	Until Superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-34	TERMINAL AGENCY COORDINATOR MAILINGS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-35	TILTS	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CLEAR		04-36	Y2K CLEAR INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-02	CJIS ORIGINAL DOCUMENTATION (1970)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-03	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-03 A	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-04	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-05	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-06	CONTRACTS AND AGREEMENTS (Record copy in Administration)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-07	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-08	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-09	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-10	HAMCO BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-11	HAMCO BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-12	HAMCO INVOICES & DOCUMENTATION	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-13	HAMCO PAYROLL ATTENDANCE RECORD VAC & SWP Forms (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-14	HAMCO TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-15	HAMCO PURCHASE ORDERS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-16	HAMCO REQUISITIONS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-17	HAMCO RFP'S	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-18	INTERNET/INTRANET/SERVER General Documents	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-19	INTERNET/INTRANET/SERVER General Documents	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-20	IPAC MINUTES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-21	IPAC AGENDAS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-22	IPAC ANNUAL REPORTS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-23	IPAC 5 YEAR PLAN	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-24	IPAC WORKPLANS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-25	RCC ACTION REQUESTS	Life of the project	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-26	RCC PROPOSAL/1987 HCRO BID	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-27	RECORDER SUITE 1988 (ADT/IBM)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-28	REFERENCE MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-29	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-30	SOURCE PROGRAMS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-31	SYSTEM RESEARCH MATERIALS	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-32	TECHNICAL MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-33	TRAINING MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Regional Computer Center	Hamco		04-34	TERMINAL SPECIFICATIONS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-35	VENDOR INFORMATION	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-36	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Hamco		04-37	Y2K HAMILTON COUNTY INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-02	ADMINISTRATIVE MEMORANDA AND EXECUTIVE ORDERS	Until terminated or superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-03	ANNUAL BUDGET	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-04	ANNUAL REPORT	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-05	BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-06	BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-07	CITY BULLETIN	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-08	CONTRACTS AND AGREEMENTS (includes Change Orders)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-09	DIRECTOR'S CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-10	DIRECTOR'S CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-11	EQUIPMENT INVENTORIES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-12	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-13	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-14	OFFICE LEASE FILES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-15	RCC DELIVERY LOG	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-16	RCC VISITOR LOG	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-17	RCC CONTROL BOARD MINUTES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-18	RCC MANAGEMENT REPORTS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-19	RECORD RETENTION	25 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-20	RENOVATION FILES AND FLOOR PLANS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-21	RFP/IFB DOCUMENTS	Life of the Contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-22	SECURITY SYSTEM DOCUMENTATION	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-23	TELEPHONE ORDERS/QUOTES/BILLS	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-24	VENDOR INFORMATION	Life of the Contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-25	ADA/AFFIRMATIVE ACTION/EEO	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-26	APPLICATION FOR EMPLOYMENT & INTERVIEW NOTES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-27	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-28	CIVIL SERVICE CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-29	CIVIL SERVICE CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-30	CIVIL SERVICE MINUTES (Record copy in Human Resources Department)	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-31	EMPLOYEE TRAINING	Records Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Regional Computer Center	Administration		04-32	EMPLOYEE VISUAL ATTENDANCE BOOK	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-33	EMPLOYEE WORK SCHEDULES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-34	EXAM INFORMATION	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-35	JOB SPECIFICATIONS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-36	PERSONNEL POLICIES & PROCEDURES/CIVIL SERVICE RULES & REGULATIONS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-37	PERSONNEL RECORDS (Employee)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-38	PERSONNEL SWP/FMLA FILES AND NON PUBLIC FILES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-39	PERSONNEL VAC/COMP/JURY FORM 25'S	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-40	PERSONNEL VAC/COMP/JURY FORM 25'S	Current + 10 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-41	POSITION STATUS	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-42	UNION CONTRACTS/MEMORANDUM OF UNDERSTANDING	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-43	PAYROLL ATTENDANCE RECORD	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-44	PAYROLL COMPENSATION CHANGES	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-45	PAYROLL DATA ENTRY	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-46	PAYROLL LEAVE BALANCES	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-47	PAYROLL/HR INSTRUCTION MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-48	PAYROLL REGISTER	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-49	SWP BUY BACK	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-50	YEAR-TO-DATE EARNINGS	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-51	ACCOUNTS PAYABLE	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-52	ACCOUNTS RECEIVABLE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-53	BANK DEPOSIT RECORDS (RECEIPTS, RECONCILIATION SLIPS, STATEMENTS, ETC.)	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-54	BIDS SUCCESSFUL	15 Years after expiration of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-55	BIDS UNSUCCESSFUL	2 Years after letting	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-56	CASH RECEIPTS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-57	CHARGEBACK REPORTS/RECORDS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-58	COMPUTER GENERATED FINANCIAL REPORTS Monthly, Quarterly, Semiannual, Annual	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-59	COST ALLOCATION PLANS	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-60	COST/BILLING REPORTS (Timesheets, Corrections, Rebates, Voucher Registers)	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-61	COST/BILLING REPORTS (Timesheets, Corrections, Rebates, Voucher Registers)	Current + 7 Years	Fiche	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-62	COST SYSTEM ANNUAL FILES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-63	COST SYSTEM BILLING CODES/CHARGE CODE TABLE	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.



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Regional Computer Center	Administration		04-64	COST SYSTEM BILLING CODES/CHARGE CODE TABLE	Current + 7 Years	Fiche	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-65	COST SYSTEM POLICIES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-66	COST SYSTEM SEMI/ANNUAL RECONCILIATION	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-67	COST SYSTEM SPECIFICATION FILE	Until superseded or replaced	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-68	FIXED ASSETS RECORD	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-69	INSURANCE POLICIES	Current + 2 Years after expiration if all claims are settled	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-70	INVITATION TO BID (ITB)	2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-71	INVOICES AND SUPPORTING DOCUMENTATION	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-72	PERSONAL OR PROFESSIONAL SERVICES INVOICE OR STATEMENT OF SERVICES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-73	PETTY CASH RECORDS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-74	PREVAILING WAGE RECORDS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-75	PROPERTY INVENTORIES	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-76	PURCHASE ORDERS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-77	REQUISITIONS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-78	SURETY BONDS	10 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-79	TERM PURCHASE RELEASE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-80	TRAVEL RECORDS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Administration		04-81	VOUCHERS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-02	CINSY OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-03	CINSY OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-04	CINSY PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-05	CINSY TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-06	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-07	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-08	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-09	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-10	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-11	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-12	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-13	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Regional Computer Center	CINSY		04-14	CLIENT UPGRADE INFORMATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-15	CONTRACTS AND AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-16	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-17	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-18	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-19	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-22	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-23	IT GUIDELINES & POLICIES	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-24	MANAGER'S CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-25	MANAGER'S CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-26	MINUTES/AGENDAS, MIS COMMITTEE MEETING (formerly ITIP & SCDC)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-27	REMOTE PRINTER DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-28	RCC '95 SERVICE REVIEW & AUDIT	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-29	RCC COST SYSTEM REPORTS (Record copy held in Administration)	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-30	RESEARCH MATERIAL	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-31	REFERENCE MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-32	REQUISITIONS (Record copy held in Administration)	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-33	REMOTE ACCESS FORMS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-34	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-35	SOURCE PROGRAMS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-36	TECHNICAL MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-37	TRAINING MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-38	VENDOR INFORMATION	Life of the Contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-39	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-40	WIDE/LOCAL AREA NETWORK DOCUMENTS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CINSY		04-41	Y2K CINSY INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-02	COMPUTER ROOM ACTION CONTROL REPORTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-03	COMPUTER ROOM DAILY OPERATING LOGS	Current + 5 Years	Diskette	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-04	COMPUTER ROOM FLOOR SPACE	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-05	COMPUTER ROOM FORMS INVENTORY	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-06	COMPUTER ROOM LAYOUT	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-07	COMPUTER ROOM LAYOUT	Until superseded	Diskette	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-08	COMPUTER ROOM MORNING REPORT	Current + 5 Years	Diskette	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-09	COMPUTER ROOM NEW VERSION REQUESTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.



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Regional Computer Center	Enterprise Technology Services		04-10	COMPUTER ROOM OFF-SITE DISASTER RECOVERY STORAGE	4 Days to 2 Weeks	Tape	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-11	COMPUTER ROOM TAPE LIBRARY TRANSMITTAL FORMS	Current + 2 months	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-12	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-13	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-14	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-15	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-16	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-17	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-18	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-19	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-20	CLIENT UPGRADE INFORMATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-21	CONTRACTS AND AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-22	CUS & PUB DOCUMENTATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-23	DATA CONTROL JOB SUMMARIES	1 Month	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-24	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-25	ETS OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-26	ETS OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-27	ETS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-28	ETS TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-29	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-30	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-31	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-32	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-33	IT GUIDELINES & POLICIES	Current + 2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-34	MANAGER'S CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-35	MANAGER'S CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-36	MINUTES/AGENDAS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-37	RCC COST SYSTEM REPORTS (Record copy held in Administration)	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-38	RESEARCH MATERIAL	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-39	REFERENCE MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-40	REQUISITIONS (Record copy held in Administration)	Current + 7 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-41	SEMINAR & CONFERENCE INFORMATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Regional Computer Center	Enterprise Technology Services		04-42	SOURCE PROGRAMS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-43	TECHNICAL MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-44	TRAINING MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-45	UNION (AFSCME) DOCUMENTS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-46	VENDOR INFORMATION	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-47	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-48	WIDE/LOCAL AREA NETWORK DOCUMENTS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Enterprise Technology Services		04-49	Y2K INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-02	CONTRACTS AND AGREEMENTS (includes Change Orders)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-03	CTS ANNUAL REPORTS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-04	CTS BUDGET DOCUMENTS	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-05	CTS BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-06	CTS CLIENT SUPPORT DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-07	CTS CLIENT SUPPORT DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-08	CTS SYSTEM DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-09	CTS SYSTEM DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-10	CTS GENERAL CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-11	CTS GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-12	CTS MANAGER CORRESPONDENCE	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-13	CTS MANAGER CORRESPONDENCE	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-14	CTS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-15	CTS SYSTEM DOCUMENTATION (FIBER, RADIO, PHONE SYSTEM)	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-16	CTS SYSTEM DOCUMENTATION (FIBER, RADIO, PHONE SYSTEM)	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-17	CTS TECHNICAL MANUALS (RADIO, PHONE SYSTEM)	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-18	CTS TECHNICAL MANUALS (RADIO, PHONE SYSTEM)	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-19	CTS TECHNICAL MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-20	CTS TECHNICAL MANUALS	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-21	ACCOUNTS PAYABLE	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-22	ACCOUNTS RECEIVABLE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-23	BIDS SUCCESSFUL	15 Years after expiration of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Regional Computer Center	Communication Technology Services		04-24	BIDS UNSUCCESSFUL	2 Years after letting	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-25	CASH RECEIPTS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-26	CHARGEBACK REPORTS/RECORDS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-27	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL	Current + 5 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-28	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL	Current + 5 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-29	EQUIPMENT INVENTORIES	Current + 3 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-30	EQUIPMENT MAINTENANCE RECORDS	Life of Equipment	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-31	FIXED ASSETS RECORD	Current + 10 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-32	INTERNAL BILLING	Current + 3 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-33	INVITATION TO BID (ITB)	2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-34	INVOICES AND SUPPORTING DOCUMENTATION	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-35	MONTHLY STATEMENT OF BALANCES (Record copy held by Finance)	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-36	PERSONAL OR PROFESSIONAL SERVICES Invoice or Statement of Services	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-37	PETTY CASH RECORDS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-38	PHONE QUOTES	2 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-40	PURCHASE ORDERS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-41	REQUISITIONS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-42	RFP/IFB DOCUMENTS	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-43	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-44	SERVICE REQUESTS	Current + 2 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-45	TELEPHONE ORDERS/BILLS	Current + 2 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-46	TERM PURCHASE RELEASE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-47	TRAVEL RECORDS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-48	VENDOR INFORMATION	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-49	VOUCHERS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	Communication Technology Services		04-50	WORK ORDERS	Current + 3 Years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-02	AERIAL FLIGHT INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-03	AERIAL PHOTOGRAPHS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-04	CAGIS AGREEMENT (MASTER)	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-05	CAGIS ANNUAL SYSTEM BACKUPS	Permanent	Tape	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-06	CAGIS ANNUAL REPORTS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Regional Computer Center	CAGIS		04-07	CAGIS BUDGET DOCUMENTS	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-08	CAGIS BUDGET DOCUMENTS	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-09	CAGIS CLIENT CORRESPONDENCE	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-10	CAGIS CLIENT CORRESPONDENCE	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-11	CAGIS CLIENT SUPPORT DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-12	CAGIS CLIENT SUPPORT DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-13	CAGIS CLIENT SYSTEM DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-14	CAGIS CLIENT SYSTEM DOCUMENTATION	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-15	CAGIS DATA BASE DESIGN/PROCEDURES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-16	CAGIS DATA DICTIONARY	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-17	CAGIS DATA SOLD	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-18	CAGIS DATA TRANSLATION HISTORY	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-19	CAGIS ORIGINAL DOCUMENTATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-20	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-21	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-22	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-23	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-24	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-25	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-26	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-27	CAGIS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-28	CAGIS POLICY BOARD AGENDAS/MINUTES	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-29	CAGIS PRICING POLICY	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-30	CAGIS REPORTS TO CITY COUNCIL	Current + 5 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-31	CAGIS REQUISITIONS	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-32	CAGIS RFP'S	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-33	CAGIS TIME SHEETS (Record copy held in Administration)	Current + 10 years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-34	CAGIS VOUCHERS	Current + 3 Years provided audited	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-35	CAGIS WORK PLANS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-36	CITY OF CINCINNATI STREET INDEX	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-37	CITY, COUNTY, CAGIS COMMAND & SQL SCRIPTS	Until superseded	Hard Drive	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-39	CONFERENCE & SEMINAR INFORMATION	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-40	CONTRACTS & AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-41	HAMILTON COUNTY FRONT COUNTER PLANS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-42	MEETING MINUTES/AGENDAS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-43	ORIGINAL PERMIT SYSTEM SURVEYS	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Regional Computer Center	CAGIS		04-44	PHOTOGRAMMETRIC GROUND CONTROL RPT	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-45	REPORTS TO CITY COUNCIL	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-46	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-47	SOURCE PROGRAMS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-48	SOURCE DOCUMENTS - CAGIS IMPLEMENTATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-49	SURVEYS (CLIENT)	Until no longer administratively necessary	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-50	SYSTEM RESEARCH MATERIALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-51	TECHNICAL MANUALS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-52	TRAINING MANUALS/DOCUMENTATION	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-53	TOWNSHIP NEED ANALYSIS	Until superseded	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-54	VENDOR INFORMATION	Life of the contract	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-55	WEB MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-56	WIDE AREA NETWORK MATERIAL	Current + 3 Years	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Regional Computer Center	CAGIS		04-57	Y2K CAGIS INFORMATION	Permanent	Paper	11/09/2004	Renneker, Ralph	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Research, Evaluation and Budget			86-1	CAPITAL IMPROVEMENT PROJECTS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	02/13/2006	Weg----, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
Research, Evaluation and Budget			86-2	COMMUNITY DEVELOPMENT RECORDS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	02/13/2006	Weg----, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
Research, Evaluation and Budget			86-3	CITY OF CINCINNATI ANNUAL REPORT, OPERATING BUDGET DOCUMENT, CD BUDGET DOCUMENT, CIP BUDGET DOCUMENT	2 COPIES PERMANENTLY. ONE SHELF COPY IN REB DIRECTOR'S OFFICE. ONE COPY TO MUNICIPAL REFERENCE LIBRARY	PAPER	02/13/2006	Weg----, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
Research, Evaluation and Budget			86-4	GENERAL CORRESPONDENCE (INCOMING LETTERS AND REPLIES OF R.E.B.)	3 YEARS	PAPER	02/13/2006	Weg----, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
Research, Evaluation and Budget			86-5	REB INTERNAL ORGANIZATION RECORDS, INTERNAL FINANCIAL RECORDS, INTERNAL TIME SHEETS AND PAYROLL RECORDS	3 YEARS	PAPER	02/13/2006	Weg----, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghean, Michael J.
Safety	Police		89-2	Form DIS-94 Forfeiture Application, used by the Police Division Operations Unit when submitting property for the seizure/forfeiture process	1 Year + previous year	Paper	09/21/1989	Ammann, Ltc. E. P.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		89-3	Form 28C Application for registration of a Firearm, used for registration of firearms into the computer system	Permanent	Paper	09/21/1989	Ammann, Ltc. E. P.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-1	267 Vehicle storage and impoundage fee receipt and release	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-2	268 Impounded vehicle receipt	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-3	Auction Records	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-4	Registered mail receipts	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-5	245I Receipt of fees from Impound Unit Daily cash receipts schedule	3 Years provided audited	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-6	69P Payroll record of compensatory time balance	Current + 5 previous years	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas



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Safety	Police		90-7	Communication Incident History Fiche original	3 Years + Current Year	Microfische	02/26/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-22	City Letterhead Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-23	9 Request for Certification/Contract	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-24	10 Cash Receipts Schedule	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-25	10A Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-26	10B Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-41	17 Temporary Transfer	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-41	17s Interdepartmental Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-66	67P Temporary Transfer Pay	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-67	68P Payroll Record of Compensatory Time Earned (overtime and court slips compensated for in cash)	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-68	68P Payroll Record of Compensatory Time Earned (overtime and court slips compensatory time earned)	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		90-6	69P Payroll Record of Compensatory Time Balance	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-113	335 Personnel Payroll Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-115	335B Sworn Annual Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-116	335C Bi-Weekly Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-133	435 Overtime Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-191	617 Monthly Compensatory Time Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-196	630 Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-206	657 Long Distance Telephone Form	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-207	657 Monthly Long Distance Telephone Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-231	Budget Working Papers	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-305	Classified Expense Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-306	Classified Revenue Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-309	Detailed Entry Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-310	Encumbrance Report Program	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-311	Expense Distribution Process/Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-248	Grant Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-207	657A Listing of Long Distance Phone Calls and Telephone Charges	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-312	Payroll Processing/Gross Pay Register	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		81-18	Personnel Bulletins	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		81-19	Personnel Distribution List	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		82-36	Salary Step-up	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-313	Statement of Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		81-29	Tuition Reimbursement Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-62	55 Letter of Understanding	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-63	56 Letter of Understanding Police Escorts	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-1	Form 527 Arrest Slips	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-2	Form 527A Bond Information Sheet	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-3	Form 663 On Call Appearance	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-4	Form 664 Case Delay Request	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-5	120-4 Treasure Department Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-6	244 Accounting Unit Receipt for Money Received	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-7	245 Receipt of Fees from Records	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-8	542 Cash Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-9	Leasing Agreement Documents	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-10	#1 Requisition of Materials, Supplies and Services	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-11	3S Changes to Hours Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-12	7 Purchase Order	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-13	8 Requisition Certification	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-14	19 Inter-departmental Bill and Settlement Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-15	21 Schedule of Accounts Receivable	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-16	24 Cancellation or Change Order	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-17	36 Inter-departmental Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-18	37 City of Cincinnati Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-19	44 Sale of Obsolete Equipment	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-20	70S Permission to Travel	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-21	71S Statement of Travel Expense	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-22	72 Term Purchase Release	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-23	80S Application for Tuition Reimbursement	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-24	81S Monies Deposited in City Treasury	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-25	370 Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-26	370A Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-27	431 Special Event Billing	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-28	431 Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-29	541A Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-30	608 Charge Memorandum	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-31	Contracts for Leased Vehicles	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-32	Payroll Attendance Record	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-10	OH-1 Auto Accidents (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		87-89	301 Offense Report (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-91	302 Homicide (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-92	303 Auto Larceny (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-94	304 Missing Person (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-1	527 Arrest Record (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-171	534 FIR Cards (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-10a	OH-1 Auto Accidents (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-89a	301 Offense Report (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-91a	302 Homicide (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-92a	303 Auto Larceny (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-94a	304 Missing Person (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-1a	527 Arrest Record (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-171a	534 FIR Cards (Paper)	10 years	Optical Disk	06/28/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-33	Form 668A Authorization for Coverage on Outside Work Permits	Until Permit no longer in effect, then copy to Microfilm	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-33A	Form 668A Authorization for Coverage on Outside Work Permits	Perpetual	Microfilm	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-34	Form 36D Disciplinary Charge Sheet	5 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-35	Form 202A Commanding Officer's Daily Time Report	Current + 5 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-36	Form 323 Report of Purchase of Stained/Beveled Glass	Current + 2 Previous Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-37	Form 318 Report Conditions Affecting Other Departments	Current + 1 Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-38	Cincom 29 Radio Log Sheet	Current Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-39	Cincom 30 Battery Inventory Sheet	Current Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-40	Cincom 31 Communications Assignment	Current + 2 Previous Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-41	Form 326 Property Check Out Card	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-42	Form 339 Police Property Record	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-43	Form 277 Confidential Informant Registration and Reliability	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-44	Form 278 Cooperating Individual Agreement	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-45	Form 279B Confidential Informant Receipt Part I & II	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-46	Form 280 Cooperating Individual Release of Claims	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-47	Form 281 Concealed Transmitter and Recording Consent	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-48	Form 545A Investigation Daily Report Time	Current + 1 Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-49	Form 429 Take Home Vehicle Report	Current + Previous Year	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-50	Form 495 Cincinnati Police Intoxication Report	5 Years + Current Year	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		91-51	Form 29 Record of Licensed Place	Perpetually	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-1	Form 496 DUI Investigation Record	5 Years + Current	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		92-6	Win 1 Winter Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-7	Sum 2 Summer Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		89-002	DIS-94 Forfeiture Application	3 Years + Current Year	Paper	05/22/1992	Miller, William A.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-8	Polygraph jacket 1 a. (Polygraph case jacket for applicants)	Current + 5 Years	Paper	05/22/1992	Miller, William A.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-9	Polygraph jacket 1 c. (Polygraph case jacket from criminal cases)	Current + 10 Years	Paper	05/22/1992	Miller, William A.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-10	CPI - Cincinnati Parking Infraction	30 days	Paper	11/23/1992	Gustavson, William	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-10A	CPI - Cincinnati Parking Infraction	3 years	Optical storage disk	11/23/1992	Gustavson, William	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-11	Homicide Investigative Files, Others (Abductions, Kidnapping)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		92-12	Homicide Investigative Files (Residential Robberies)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		94-001	Cellular Phone/Pager Control Form 11A	6 months + Current	Paper	04/05/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		94-002	Hit Skip Card Form 311C	Current + Previous Year	Paper	04/05/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		94-003	654 Citation Cancellation	3 Years + current	Paper	04/05/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		89-002	Dis-94 Forfeiture Application change to from current and previous	Perpetual	Paper	04/05/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-277	Communication Audio Tape	Change from 90 days to 60 days	Audio tape	04/05/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Safety	Police		87-230	Police Blotters	Change Retention period from Perpetual to 4 Years + Current at Police Division, then Permanent to Archives	Paper	12/22/1994	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	G-----, A. Michael
Safety	Police		87-9	Cin-Com 1 Dispatch Card (radio dispatch card) (listed on 80-2 & 80-3 schedule of record retention and destruction -- request change to this schedule).	Until computer is updated	Electronic	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-10	OH-1 Ohio Traffic - Accident Report	Current Year + 5 Years on microfilm	Electronic	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-11	IS-1 Daily Activity Report (criminal intelligence activity report)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-12	IS-2 Intelligence Report (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-13	Cin-Com 2 Auto Theft Card (buff color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-14	Cin-Com 2 Stolen License Plate Card (green color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-15	Cin-Com 2 Unauthorized Use of Motor Vehicle Card (pink color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-16	Cin-Com 2 Lost License Plate Card (blue color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-17	Cin-Com 3 Additional Information Card (used for description of suspects or vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-18	IS-3 Inquiry Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-19	IS-4 Intelligence Data Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-20	Cin-Com 4 Wrecker Dispatch Card (record of wreckers dispatched to accident scenes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-21	Cin-Com 7 Communications Equipment Report (record radio malfunctions)	30 Days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-22	Form 7S City Letterhead Correspondence	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-23	Cin-Com 9 Tow Sheet (list of vehicles towed from city streets)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-24	Cin-Com 10 Wanted/No Wants Vehicles (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-25	Form 10A Requisition (request for supplies)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-26	Form 10B Requisition (request for supplies)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-27	Cin-Com 11 Outside Visitor Work Log (record of outside work vendors)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-28	Form 11 Radio Report (account for portable radio assigned to Operations Bureau)	Current Year unless investigation in progress on lost or stolen radio	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-29	12MW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-30	12MB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-31	12FW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-32	12FB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-33	12P Palmprint Card (palmprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-34	Cin-Com 13 Auto Theft/Recovery Form (update computer with recovery information)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-35	Cin-Com 14 Description Card of Suspect Vehicle (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-36	Cin-Com 15 Telephone Repair Request	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-37	Form 15 Property Envelope (used to store court evidence)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-38	Form 15N Property Envelope (used to store court evidence)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-39	Cin-Com 16 Signal 66 Log Sheet (record of false alarms at banks)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-40	Cin-Com 17 Mail Trip Card Record (record of interdepartmental mail runs)	Current + previous month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-41	Form 17S Interdepartmental Correspondence (information document)	1-5 Years depending on administrative value	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		87-42	Form 17S Interdepartmental Correspondence (Use of Force and Shots Fired) (listed on 80-1 schedule of record retention and destruction --request change to this schedule)	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-43	Form 18 Report of Chemical Mace, Taser Gun or Canine Bites	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-44	Cin-Com 18 Cars Cleared Form (form advising all cars are accounted for at end of tour of duty)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-45	Cin-Com 19 Auto Theft Log Sheet (listing of all auto thefts)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-46	Cin-Com 20 Auto Recovery Log Sheet (listing of all auto recoveries)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-47	Cin-Com 22 TCRU Daily Work Sheet (record of activity of Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-48	Cin-Com 23 TCRU Daily Log (log of reports received by Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-49	Cin-Com 24 TCRU Daily Report (types of report received by TCRU)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-50	Cin-Com 25 TCRU Activity by District (report received by TCRU by district)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-51	Form 25S Leave of Absence: Sick (track employee sick time use for career) (listed on schedule of record retention and destruction 81-12 - request change to this schedule)	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-52	Cin-Com 26 TCRU Calls by Hour (report of calls received by TCRU hourly)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-53	Cin-Com 27 TCRU Monthly Log (record of TCRU monthly activity)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-54	Cin-Com 28 Wrecker Log (record of wreckers dispatched by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-55	Form 28-2M Application for Purchase of Firearm or Other Weapon	Until firearm or other weapon is no longer under control of purchaser	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-56	Cin-Com 31 First and Second Relief Daily Line-Ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-57	Cin-Com 32 Third Relief Daily Line-ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-58	Form 32 Notice of Disciplinary Action, Separation or Layoff (non-disciplinary)	Until separation of employee	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-59	Form 32 Notice of Disciplinary Action, Separation or Layoff (disciplinary)	Three Years if suspension of 10 days or less. Retain for career if suspension of more than 10 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-60	Form 33 Resignation	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-61	Form 36 Charges Preferred Against Member (Internal Investigation charge sheet)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-62	Form 55 Letter of Understanding (used for paid services of police personnel, equipment, etc. by outside companies or agencies)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-63	Form 56 Letter of Understanding/Police Escorts (used for paid police escorts by outside companies or agencies)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-64	Form 64 Property Tag (confiscated/found/personal)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-65	Form 66S Notice of Official Reprimand (disciplinary action)	Three Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-66	Form 67P Temporary Transfer Pay (pay for working higher classification)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-67	Form 68P Overtime Slip (overtime and court appearance compensated in cash)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-68	Form 68P Overtime Slip (overtime and court appearance compensated in compensatory time)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-69	Form 74S City Personnel Injury Report (on-duty injuries)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-70	Form 75S Gas Disbursement Sheet (gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-71	CDOP 103 Civil Disturbance Operation Plan Equipment Inventory (equipment which would be used in case of a civil disturbance)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-72	GA120 Gas Disbursements (record of gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-73	Form 128 Monthly Relief Report (report of personnel assigned to each unit within Police Division)	Until superseded file is on computer disc. Updated by Form 17's correspondence.	Electronic	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-74	PR 134 Firearms List (list of firearms coming into control of Police Division)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-75	Form 137 Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-76	Form 137A Additional Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-77	Form 188 Youth Aid Squad Investigative Report (investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-78	Form 189 Fingerprint and Photo Record of Juveniles	Until subject reaches 18th birthday	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-79	Form 202 Commanding Officer's Daily Time Report	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-80	Form 211 Application for Media Pass (personal information on subject of media pass)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-81	Form 264 Equipment Assigned to Sworn Officer (list of equipment assigned)	Until separation of employee	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-82	Form 270F Impounded Vehicle Information (information for finance or insurance company)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-83	Form 275 Court Order for Release of Property	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-84	Form 276 Daily Traffic Accident Summary (running total of monthly accident statistics)	2 Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-85	Form 292 Accident Envelope (driving Under Influence folder)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-86	Form 300A Index File for Criminal Information Jacket (white color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-87	Form 300B Index File for Criminal Information Jacket (orange color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-88	Form 300W Index File for Criminal Information Jacket (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-89	Form 301 Offense Report (record criminal offense except for homicides and auto thefts)	Current + 6 Years	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-90	301A Offense Report Addendum	Current + 6 Years	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-91	Form 302 Homicide Report	Perpetual	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-92	Form 303 Auto Theft/auto Recovery or License Plate Theft/License Plate Recovery Report	Current + 8 Years	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-93	Form 303 Impound Vehicles (vehicles impounded by Police Division for various reasons other than auto theft/recovery)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-94	Form 304 Missing Person Report	Perpetual on all unresolved cases. Current + previous year on all solved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-95	Form 305 Complaint Memo (used to record various complaints which are not reportable on forms: 301, 302, 303, or 304)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-96	Form 308 Receipts for Traffic Citation Tags (inventory system for moving and parking violation tags after issuance)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-97	Form 308A Traffic Citation Mail Envelope (can only be used one time)	None, destroy upon receipt	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-98	Form 310 Premise History Control Form (used to update computer file on premise history of a street location)	Unknown amount of time, determined by activity at certain street location	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-99	Form 311 Supplementary Offense Reports (investigative report filed with forms 301, 302, 303 & 304)	Same length of time as offense for which it was prepared.	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-100	Form 311A Preliminary Investigation Report (investigative report filed with form 301)	Current + 6 Years	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.



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Safety	Police		87-101	Form 311B Early Closure Offense Card (mailed to complainant, advising their offense report is being closed Inactive)	If card is returned as undelivered by Post Office, card is retained in file for current + previous year)	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-102	Form 312 Criminal Arrest Record (manual file of criminal arrest; form is no longer generated and has been replaced by computer program.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-103	Form 314 Notice to Appear-Juvenile (used for updated criminal history file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-104	Form 315 alarm Response Report (report burglar alarm drop radio run)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-105	Form 316 Aided Cases Report (completed for sick, injured, found dead, suicides transported by Police Division personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-106	Form 317 General Conditions Report (report incidents which are not criminal in nature)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-107	Form 319 Report of Watch Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-108	Form 322 Article Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-109	Form 323M Report of Purchase of Precious Metals/Stones (completed by purchaser and returned to Police Division)	Current plus 2 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-110	Form 327 Property Tag (property held for court)	Current plus 2 previous years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-111	Form 330 Receipt for Property (evidence types of property)	Current plus 2 previous years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-112	Form 333 Report of Traffic Violations (a statistical report generated by computer)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-113	Form 335 Personnel Payroll Report (accounting report of payroll) (listed on 81-22 schedule of record retention and destruction-request change to this schedule)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-114	Form 335A Shift Differential Report (tracking of shift differential pay)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-115	Form 335B Sworn Annual Shift Differential (accounting report of shift differential paid to sworn personnel)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-116	Form 335C Bi-Weekly Shift Differential Report (accounting report of shift differential paid to civilian personnel)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-117	Form 336 Unit Juvenile Arrest Report (juvenile arrests by unit) (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-118	Form 337 UCR Adult Arrest by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-119	Form 338 Total Arrests by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-120	Form 369 Information to Wrecker Driver (authorized wrecker to tow vehicle at police officer's request)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-121	Form 387 UCR Juvenile Arrest/Conviction Report (computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-122	Form 388 UCR Arrest and Convictions Report (adults-computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-123	Form 389 UCR Total Arrest and Convictions Report (adults and juveniles - computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-124	Form 392 Youth Aid Index Card File (cross index on investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-125	Form 404 Missing Persons Monthly Report (statistical report on number of missing persons)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-126	Form 413R Photo Negative Record (request to have film processed)	Until film is developed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-127	Form 413-35 Photo Negative Record for 35MM film	Until film is developed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-128	Form 423 Vehicle Accident Summary (review of police vehicles involved in auto accidents)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-129	Form 425 Motor Vehicle Repair Report (request for repair service on vehicle)	Until repair is completed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-130	Form 426 Mileage Report (monthly record of miles vehicle has driven) (listed on 81-14 schedule of record retention and destruction - request change to this schedule)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-131	Form 427 Field Vehicle Inspection Report (inspection record of police vehicles) (listed on 81-31 schedule of record retention and destruction - request change to this schedule)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-132	Form 434 Non-Sworn Employee's Daily Time Report (listing of hours worked daily by civilian employees)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-133	Form 435 Overtime Report (hours overtime to be paid in cash)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-134	Form 436A Daily Activity Record (daily activity of police officer)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-135	Form 436B Monthly composite Activity Report	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-136	Form 436C Yearly Composite Activity Record	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-137	Form 436J Youth Aid Squad Daily Activity Record	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-138	Form 438A Personnel Index Card (index file of Police Division employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-139	Form 439 Shift Selection Form (request of police officer to select shift wished to work for upcoming year)	Current year only	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-140	Form 441 Personal History Statement (list of personal information on Police Division personnel)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-141	Form 441A Personal History Statement (supplement to Form 441)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-142	Form 442 Services in U.S. Armed Services (documentation of service in U.S. Armed Services)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-143	Form 445 Continuous Service Record (listing of services performed in the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-144	Form 446 Miscellaneous Record (used to record training received while with the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-145	Form 447 Automobile Accident Record (record of auto accidents involved in during career)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-146	Form 448 Performance Report (evaluation of yearly performance)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-147	Form 448A/B Evaluation Form (used to assist supervisor in evaluation of employee's yearly performance)	Destroyed upon completion	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-148	Form 449 Efficiency Ratings Percentile (listing of evaluation rating number)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-149	Form 450 Wanted Person Computer Entry Sheet (descriptive data and pickup radius information on wanted subject where a warrant has been issued)	Until warrant is served and computer entry is removed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-150	Form 451 BCI Log Sheets (criminal history/record dissemination log)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-151	Form 452 Service Record Folder (folder used to maintain personnel jacket information on Police Division Employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-152	Form 457 Articles for Fingerprint Check (evidence submitted)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-153	Form 458 Wrecker Release (signed by driver involved in auto accident who calls own wrecker)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-154	Form 474 Renewal, Transfer, or Issuance of Liquor License	Until liquor license is cancelled by State of Ohio	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-155	Form 475 Personnel Memorandum (disciplinary action)	3 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-156	Form 475 Personnel Memorandum (Non-disciplinary action)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-157	Form 475A Weapon, Ammo Approval (target range qualification yearly)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-158	Form 479 Station Key Book Page (listing of offenses by offense number yearly)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-159	Form 481 Warrant Transfer Slip (listing transfer of warrant/capias from one unit to another)	Destroyed upon receipt	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-160	Form 484 Analytical Report for Liquor Violations (chemical analysis of Liquor confiscated)	6 Years after final disposition of case in court or Ohio Department of Liquor Control	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-161	Form 506 Juvenile Complaint Memorandum (investigation of juvenile)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-162	Form 517 Application for Private Police Commission (personal history data on applicant)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-163	Form 518 Commission for Private Police	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-164	Form 521 Application for Employment as School Crossing Guard (personal data on applicant)	1 Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-165	Form 522 School Crossing Guard Record	7 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-166	Form 524 Monthly Vice Activity Report (report on vice activity by month)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-167	Form 525 Worksheet for Tallying Motor Vehicular Accidents (number of auto accidents)	Current Month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-168	Form 526 Vice Activity Report (report on each vice activity occurrence)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-169	Form 529 Liquor Arrest and Summary Report (arrest and investigation report involving liquor permit premise)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-170	Form 533 Hit and Run Supplementary Report (report completed on auto accidents where driver left scene of accident)	Solved cases: 3 Years; indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-171	Form 534 Field Interrogation Report (report regarding persons found under suspicious circumstances without proof of criminal wrong doing)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-172	Form 535 Bond for Private Police Commission	Until expiration date	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-173	Form 536 Registry of Motor Vehicle Traffic Accidents (telephone report from officer of traffic accident)	Six Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-174	Form 551 Notice of Improper Form or Information (informational report to officer of mistake which must be corrected)	None, destroy upon return to sending unit	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-175	Form 552 Polygraph Release (signed waiver; agreement to take polygraph test)	Lifetime of individual taking test	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-176	Form 558 False Check Complaint (investigative information on a bad check)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-177	Form 565 Liquor License Information (investigative information on permit applicant)	Until liquor license is cancelled	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-178	Form 580 Personal Information Release Form (release of criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-179	Form 581 Request for Records Check (request for criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-180	Form 586 Mobilization Alert (information relating to personnel recall during civil disturbances)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-181	Form 586A Recall Test Alert (test alert for recall and mobilization of personnel)	30 days after recall	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-182	Form 590 Chief's Memorandum (memo attached to paperwork requiring some action such as: an investigation, report, letter to the public, etc.)	Current + 6 Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-183	Form 599 Firearms and Ammunition Inventory	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-184	Form 600 Notification of Rights	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-185	Form 601 Consent to Search Without a Warrant	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-186	Form 602 Search Authorization (permission from supervisor to perform a strip and/or body cavity search)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-187	Form 607 Crossing Guard Payroll Time Record	Seven Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-188	Form 611 Receipt for Junk Vehicle	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-189	Form 612 Release of Claims Form (release signed by non-employees riding as observers in police vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-190	Form 614 Log Sheets (informational notes on civil disorders, rock concerts, special events, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-191	Form 617 Monthly Compensatory Time Report (report of total compensatory time for district/section/unit) (listed on 81-15 schedule of record retention and destruction--request change to this schedule)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-192	Form 620 Business Night Telephone Number File (emergency numbers for business places located in city)	Until superseded	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-193	Form 623 Crime Lab Report (analytical report of evidence submitted for analysis)	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-194	Form 624 Uniform and Related Equipment Sheet (listing of uniform parts and equipment assigned to sworn personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-195	Form 628 Public Appearance Report (report of police personnel making an appearance at a public meeting, school, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-196	Form 630 Requisitions (internal order for supplies)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-197	Form 633 Court Notify Page (officer's notify for court)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		87-198	Form 639 Relief Moving Violations Logs (listing of moving violation citations)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-199	Form 643 Public Information Desk Report of major events or crimes to be disseminated to news media	Current + previous month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-200	Form 645 Daily Evaluation Report (daily report of police recruit's progress)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-201	Form 645B Field Training Guide (composite evaluation of recruit's progress)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-202	Form 646 Bi-Weekly Evaluation Report (bi-weekly report of recruit's progress)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-203	Form 647 Final Evaluation Report (recruit's progress and recommendation to retain or dismiss)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-204	Form 648 Citizen Complaint Report (citizen complaint of an officer's wrong doing)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-205	Form 652 Release of Medical Record Information (release of medical information of citizen regarding complaint against police officer)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-206	Form 657 Long Distance Telephone Report (report of long distance telephone calls made from Police Division's phone)	Current year only	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-207	Form 657a Monthly Long Distance Telephone Report (listing of long distance telephone report)	Three Years provided audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-208	Form 659 Warrant Holder Card (report advising subject who is to appear in court has an outstanding warrant which has not been served)	30 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-209	Form 660 Warrant Holder Place Slip (report requesting Form 659 be completed)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-210	Form 661 Visitor's Registration for Hospitalized Prisoners (visitor's log)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-211	Form 668 Outside Work Permit (permission and information of a police officer's job outside of his Police Division employment)	Paper original retained for length of employment on outside job, microfilmed after one year and kept perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-212	Form 668B Outside Work Permit Roster (listing of officer's working an outside work detail)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-213	Form 669 Warrant Disposition Report (number of warrants in the districts)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-214	Form 675 Warrant Control Card (cross reference file of warrant unit of assignment)	Current plus previous year after warrant has been disposed of	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-215	Form 676 Status of Court Evidence (information regarding status of evidence; if still needed for court)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.



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Safety	Police		87-216	Form 678 Request to Reset Court Case (originated by police officer who is unable to appear for court and is requesting court case be reset)	Current + 5 previous months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-217	Form 682 Citation Arrest Summary (listing of citations to court, criminal cases, for a 24-hour period)	Current plus 3 previous months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-218	Form 684 Vice/Drug Activity Complaint (card index system of complaints received regarding vice/drug activity)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-219	Form 687 Auto Fatality Report (information report completed when auto fatality occurs)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-220	Form 688 Request to Purchase Service Revolver (completed upon retirement of officer)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-221	3x5 Accident Information Cards (cross index of auto accidents)	Six Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-222	Annual Report Compiling Papers (yearly preparation papers of annual report)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-223	Armory Equipment/Military Roster Sign-out Book (control of armory)	perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-224	Arrest Logs (listing of all arrests entered into computer system)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-225	Auction Records (accounting of autos and property sold by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-226	Award Files (information on nominations for police awards)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-227	Bank Deposit Ticket (record of monies received for copies of reports, name checks, etc.)	Until audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-228	Bicycle Registration Files (record of bicycles registered by citizens)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-229	Block Watchers Registration Files (information on block watch participants)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-230	Blotter (information on personnel moves, important events, etc. a historical record of district/section/unit)	perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-231	Budget Working Papers (informational papers regarding preparing budget for Division)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-232	Case Set on Officer's Off Day (report explaining why court case was set on officer's scheduled off day)	60 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-233	Check Off Lists (list showing officer was advised regarding the subject of the list)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-234	Cincinnati Traffic Tag-Affidavit Copy (issued parking ticket) (listed on 85-1 schedule of record retention and destruction--request change to this schedule)	Provided audited: Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-235	Conviction Transcript Letters (authorization to release criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-236	Court Notify Books (master book for all court notifies for all officers)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-237	Criminal Information Jacket (jacket containing fingerprints, palmprints, etc.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-238	Daily Lineup (listing of persons working and radio car numbers)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-239	Daily Radio Inventory Sheets (accounting of radios assigned to district)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-240	Daily Tally Sheets (listing of statistical information in Court Administration Unit)	Until inclusion on monthly sheet	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-241	Destruction Records (listing of court-ordered destruction of property in police custody)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-242	Directed Patrol Sheets (information on specific patrol activities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-243	Discretionary Car Report (listing of number of discretionary cars assigned daily)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-244	District Staff Meeting Notes (meeting notes of district supervisors)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-245	Drug Complaint and Investigation Reports (investigative information)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-246	Expenditure Reports (financial reports of Narcotic Liaison Unit)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-247	Felon Registration File (listing of individuals released from penal institutions)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-248	Grant Forms (papers relating to filing for state and federal grants)	Until audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-249	Greater Cincinnati Hospital Council Meeting Files (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-250	Hamilton County Morgue/University Hospital Receipt(receipt of property for persons transported)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-251	Intelligence Reports (report of suspected drug dealers and users)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-252	Inventory Records (record of property assigned to units, such as desks, chairs, file cabinets, etc.)	Until Updated	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-253	Investigative Supervisors Meeting Notes (meeting notes on criminal activity)	Current + 10 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-254	Investigative Unit Assignment Logs (listing of cases assigned to investigate)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-255	Investigative Unit Key Book (listing of offense reports)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-256	Investigative Unit Tracking Sheets (used to establish crime patterns)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-257	Letters Received by Police Division (request for some type of service or investigation)	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-258	Liquor Jackets (information on liquor permit premise)	perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-259	Master Log Book (complete listing of property coming into Police Division control)	30 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-260	Media Teletype (important events, arrests, etc. sent by teletype to news media)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-261	Monthly Activity Record for Investigators (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-262	Monthly Tally Sheet (listing of daily sheets of Court Administration Unit's statistical information)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-263	Monthly Work Sheet for Covert Officers (activity record) (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-264	Motion for Continuance (request by citizen to have court date changed)	30 days after court date	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-265	Office Technical Equipment Allotment (request by unit to have new equipment purchased)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-266	Officer's Ledger of Violations (listing of Cincinnati traffic tags; Ohio uniform traffic tag and notice to appear tags when issued by officer)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-267	Officer Profile (tracking of use of force, disciplinary infractions, etc.)	Until 1 year after active career	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-268	Officer's Relief Incident Log Book Pages (listing minor infractions or good work)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-269	OH-1 Monthly Summary Report (statistical review of auto accidents)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-270	OUTT/CTT Inventory Control Sheets (inventory of Ohio uniform traffic tags/Cincinnati traffic tags issued to officers) (in District Four only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-271	Operations Bureau Meeting Agendas and Notes (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-272	Police Clergy Roster and S.O.P. (listing of clergy and standard operating procedures)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-273	Police Explorer Post Records (financial records)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-274	Police Explorer Post Records (meeting notes, personnel roster, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-275	Pursuit of Criminal Funds (financial record of money used in criminal investigations such as: payment of informants, liquor, drugs, etc.)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-276	Radio Sign Out/Return Sheets (use of radios by off-duty personnel)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-277	Radio/Telephone Dictaphone Tapes (recording of radio and telephone transmissions at Communications Section)	Re-use after 90 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-278	Recommendation for Salary Step-Up (approval or denial of next pay step)	3 Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-279	Recruit Class Curriculum (listing of the curriculum for each recruit class)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-280	RENU Case Summary (arrest and investigation information on drug cases)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-281	RENU Daily Activity Composite (activity record of officers assigned to Narcotic Liaison)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-282	Registered Mail Receipts (receipt for registered mail sent by Impoundment Unit)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-283	Reportable Crimes Tracking Sheet (used to establish crime patterns) (at District One only)	4 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-284	Robbery Task Force Booklet (information on yearly Robbery Task Force) (at District One only)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Safety	Police		87-285	Robbery Tracking Graph (graph of robberies occurring during Robbery Task Force period) (at District One only)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-286	Shipment Receipts (records of supplies, materials, goods, etc., received by Police Division)	Provided audited: Current + 5 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-287	Shooting Scores of individual officers (on 5x8 index cards)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-288	Special Events Files (information on Police Week, Halloween, Christmas candy, etc.)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-289	Subpoena Book (listing of subpoenas received and served)	One year after completion of book	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-290	Telephone Dictaphone Tapes (recording tapes for telephone lines)	Tape re-used after 30 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-291	Teletype (wanted messages, GBDC's, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-292	Time Book (record of personnel assignment , vacation, detail time, sick time, etc.)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-293	Track Sick Employees Card (3x5 index card system to record employee sick time use)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-294	Traffic Warning Record (warning ticket for traffic violations)	30 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-295	Training Received by Individual Officer (listing on 3x5 index card system of all training received by officer)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-296	Unit Property Book (listing of all property received by individual unit)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-297	Vehicle Equipment File (listing of equipment assigned to individual police vehicles)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-298	Vehicle Jacket (folder containing information regarding individual police vehicles)	1 Year after vehicle is removed from service	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-299	Vehicle Validations (listing of open auto larcenies and complainant contacts by police)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-300	Vice Activity Statistics (information on number of vice related arrests) (at District One only)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-301	Warrant Book (listing of warrants received by unit and disposition of service)	Current + previous year after completion of book	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-302	Warrant Recalls (sheet listing a recall of traffic warrants)	Six months subject to an internal audit	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-303	Weekly Inventory of Gas, Oil, Etc. (only at units having gas pumps)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-304	Arrested/Cited/Referred Persons (arrests and citations total - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-305	Classified Expense Report (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-306	Classified Revenue Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		87-307	Delinquent Notice Audit List (listing of all parking citations which were not paid within two weeks from date of issuance - computer printout)	Six Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-308	Detailed Bi-Weekly Cost Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-309	Detailed Entry Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-310	Encumbrance Report Program (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-311	Expense Distribution Process/Report (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-312	Payroll Processing/Gross Pay Register (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-313	Statement of Balance (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-314	28-Day Period Crime Report (offense reported by state statute-computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-315	Vacation and Sick Leave Balances (financial report- computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-316	U.C.R. Adult and Juvenile Arrest by Age, Sex, Race (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-317	U.C.R. Monthly Stolen and Recovered Property and Auto Theft analysis(F.B.I. Uniform Crime Reporting report - computer printouts)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-318	U.C.R. Part I Offenses by Police District (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-319	U.C.R. Part I Offenses Crime Comparison Report by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-320	U.C.R. Part I Offense Disposition of Offenses Known to Police by Month (F.B.I. Uniform Crime Reporting report 0 computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-321	U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-322	U.C.R. Part II and Offenses by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-323	U.C.R. Possible Battered Women Offenses (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		87-324	U.C.R. Return "A" (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Illegible	Geoghean, Michael J.
Safety	Police		88-7	Form CPR, Cincinnati Police Division Capital Project Form. This form replaces Form CBR-1. Listed as Schedule number 88-3	Current + 4 Previous Years	Paper	11/09/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-37	Form 15 Property Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.

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Safety	Police		87-38	Form 15N Property Security Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-64	Form 64 Property tag	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-111	Form 327 Property Tag (hold for court)	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-55a	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	60 days of application approve	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-55b	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	If application denied, 2 years	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		87-55c	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	If used for purpose of firearm registration, permanent	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		89-1	Form 28A Application Control Ledger, used for investigation of Form 28 Application for Purchase or Transfer of Handgun	Same as Form 28	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghean, Michael J.
Safety	Police		88-1	Form 67-Sworn Officers Working Out of Rank (New-Used to pay personnel working in a higher pay class)	3 Years, provided audited	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Safety	Police		88-2	Form 678 (listed prior to this date as 87-216 on Retention Schedules - request change to this schedule) Name of Form changed to "Change in Court Appearance" from "Request to Reset Court Case" Also change in retention period to "Current + Previous Year" from "Current plus 5 previous months"	Current + Previous Year	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Safety	Police		88-3	Form CBR-1 - Cincinnati Police Division Capital Budge Request Form (Used to document requests for capital budget items)	Current + 4 Previous years	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Safety	Police		88-4	Form 448S-Evaluation Supplement Log (Used to document significant instances in references to work of Police Officers)	Current + 3 Previous years	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Safety	Police		95-1	Court Ordered PEN Register Information	5 Years	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		95-2	Form 18F, Minor Use of force/injury to prisoner	Perpetual	Microfilm	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		95-3	Form 313, Firearms Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		95-4	Form 527B, Trial Preparation Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		81-3	Background Investigation Reports (of job applicants)	Change retention period from 5 Years to 18 months after date of hire.	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		81-3A	Background Investigation Reports (of rejected job applicants)	Change retention period to 5 Years	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		87-162	Application for Private Police	Change from Perpetual to 5 Years after separation	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		87-163	Commission for Private Police	Change from Perpetual to 5 Years after separation	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		95-5	Form #650 First Response Notice	Current + 2 Previous Years	Paper	12/18/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael



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Safety	Police		95-6	form #651 Second Response Notice	Current + 2 Previous Years	Paper	12/18/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson?, A. Michael
Safety	Police		96-1	Night Chief's Rounds	30 Days	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		96-2	Form 77 Specialized Assignment Application	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		96-3	Form 78 Civilian Assignment Availability	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		96-4	Form 641 Summary of Background Investigation	Current Year + 3 previous Years	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		87-051	Form 25 Application for Leave of Absence (sick)	Change from perpetual to Current Year + 5 Previous Years	Microfilm	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		96-5	Form 605 Notification of Release	Current year + 5 previous years	Paper	06/25/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Safety	Police		96-5a	Form 536, Notice of Exclusion - Prostitution Exclusion Zone (90 Days)	3Years + current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-6	Form 537, Notice of Exclusion/Prostitution Exclusion Zone	Change from One Year to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-7	Form 538 Notice of Exclusion - Drug Exclusion Zone	Change from 90 Days to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-8	Form 539, Notice of Exclusion - Drug Exclusion Zone	Change from One Year to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-9	Form 540, Exclusion Zone Variance	3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-10	Form 96, Random Drug Test Notification	5 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		96-11	Form 97, Medical Disclosure Form	Current Year + previous	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Police		91-3	Form 663 On-Call Court Appearance	Change retention period to 30 days	Paper	07/11/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-152	Form 17IT Request for Division Information Technology	Current Year + 5 Years	Paper	07/11/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-001	OH-2 Ohio Traffic Crash Diagram Narrative	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-002	OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-003	OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-004	437A K9 Daily Activity Report	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-005	437B K9 Monthly Officer's Daily Activity Record	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-006	437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-007	440 Voluntary Shift Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-008	443 Voluntary off-day Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-009	606 Records Request	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-010	301 Cincinnati Police Division Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-011	RC-2 Schedule of Records Retention and Disposition	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-012	RC-3 Schedule of Records Retention and Disposition	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-013	2-S Authorization for Payroll Deduction	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-014	IS-5 Intelligence Data Form Company/Organization	5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-015	6-S Lost Time Notice	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-016	BC Change Order for Purchase Order	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-017	13S Telephone	Destroyed Daily	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-018	16S City of Cincinnati Correction Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Safety	Police		01-019	17S Request for Paid Overtime	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-020	17S Temporary Transfer Division 1 Employees	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-021	17-SA Interdepartment Correspondence	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-022	17S-B Interdepartment Correspondence Sheet	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-023	18S Petty Cash Reimbursement Voucher	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-024	21S Ohio Division of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-025	27-S Local Mileage Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-026	33S Requisition for Materials, Supplies and Services	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-027	34 Vehicle Pursuit Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-028	35S Performance Report Civilian	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-029	190 Request for Elimination Prints	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-030	195 Picture Label	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-031	212 Media Identification pass	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-032	243-A Conviction Record Transcript	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-033	272 Affidavit	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-034	273 Notice of Seizure/Proof of Service	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-035	277A Controlling District/Section/Unit	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-036	279 Confidential Informant Receipt	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-037	309 Inactive Case Warrants	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-038	311-ADD Supplementary Offense Report Addendum	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-039	311 DV Domestic Violence Investigation Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-040	316A Deceased Person Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-041	341 Cincinnati Police Departmental Receipt	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-042	368 Abandoned Vehicle Sticker	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-043	400 Employee Separation Time Report	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-044	405 Personal Crimes Unit Report of Missing Person	Two years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-045	428 Mountain Bike Inspection Report	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-046	430 Lease Car Exchange Form	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-047	439A Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-048	439B Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-049	439C Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-050	444 Administrative Remarks	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-051	451 Commendations	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-052	497 DUI Jacket Sign-Out Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-053	515 Volunteer Application for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-054	516 Office Request for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-055	517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Safety	Police		01-056	518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-057	528 Accident Information Exchange Form	30 days	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-058	536 Notice of Exclusion-Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-059	537 Notice of Exclusion-Prostitution Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-060	538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-061	539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-062	540 Exclusion Zone Variance	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-063	551 Notice of Improper Form or Information	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-064	603 Consent to a Chemical Test without a Warrant	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-065	604 Request for Release of Records	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-069	644 Daily Observation Report	Ten years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-070	644S Daily Observation Report Supplemental Report	Ten years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-071	650 First Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-072	650 Second Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-073	653 Citation Tag Registration Information Card	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-074	655M Minor Misdemeanor Fine Schedule	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-075	655P CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-076	655R Citizen Referral	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-077	655T OUTT Payment Instructions/CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-078	662 Prisoner Phone Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-079	317 Cincinnati Police General Conditions Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-080	668C Overtime Availability Form	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-081	670 Interdepartmental Warrant Control Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-082	671 Notification Letter Traffic	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-083	674 Case Delay Request Card	Destroyed Daily after Court	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-084	675P Address Information Request (Post Office)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-085	685 Report of Investigation	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-086	689 Abandoned Building Status Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-087	690 Visitors Log Sheet	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-088	BMV-2308 Request for Drivers License Examination or Recertification	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-089	BMV-3134 Financial Responsibility Proof	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-090	BMV-3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-091	Burglary Prevention Check List	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-092	Card Request Form	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-093	Canine Activity Report	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-094	Canine Drug Training Record	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-095	Cars Cleared	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		01-096	Cartridge Envelope	Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-097	CDOP 100 Emergency Lineup	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-098	CDOP 105 Command Post	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-099	Certificate of Military Training Pay	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-100	CHRC Suspected Hate Crime Incident Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-101	Civilian Observer Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-102	Confiscated Property Notice	1 year after disposal of property	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-103	Consent Agreement (Polygraph)	Lifetime of Subject	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-104	HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-105	Completion of 3 month Training Session	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-106	Damage Claims	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-107	DLC 4053 Police Notification	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-108	Driver's License Verification	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-109	FD-249 Ten Print Fingerprint Card	Subject 80 years of age or dies	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-110	Front Yard Parking Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-111	Gang Hotline Complaint Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-112	Gun Envelope	Until Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-113	Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-114	HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-115	HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-116	Official Crime Laboratory Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-117	Ohio Uniform Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-118	PSA-17 Personal Firearm Approval Request	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-119	Property Supplement	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-120	Robbery Key Book	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-121	Robbery Task Force Cars Cleared Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-122	School Crossing Guard Information	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-123	Staff Time and Cost of Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-124	State of Ohio Intoxilyzer Log Book	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-125	State of Ohio Test Card Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-126	Victim/Witness Statement	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-127	Visitor Pass	Destroy at end of visit	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-128	Cincinnati CAD System Defect Report	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-129	Cincom 7 Communication Complaint Form	Five years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-130	Cincom 10 TCRU	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-131	Cincom 12 DEC Service Log	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police		01-132	Daily Worksheet (TCRU)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-133	Dispatcher Training and Evaluation Daily Observation Report	Ten years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-134	Police Communications Section Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-135	Sit Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-136	Notice of Vehicle Impoundment	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-137	Notice to Lienholder of Impounded Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-138	18C Use of Canine	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-139	18CI Use of Chemical Irritant	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-140	18I Injury to Prisoner	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-141	18TBF Use of Taser/Beanbag Shotgun 40MM Foam Round	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-142	Mobile Video Recording Tape	30 days	Video Tape	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		01-143	Mobile Video Recording Tape	The orig.mobile video recording will be retained for 1 yr when used as: evidence, training, public rec rqst	Video Tape	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		87-043	18 Use of Chemical Irritant/Taser/Canine	Current Year + 5 Years (Form 18 discontinued November 2000)	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		95-2	18F Supervisor's Preliminary Use of Force Investigation	Current Year + 5 Years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		87-211	668 Outside Employment Work Permits	Current Year + 6 Years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Police		91-033	668A Acknowledgement by the Secondary Employer	Current Year + 6 Years	Paper	10/1/2001	Baker, S. Gregory	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Fire		97-1	APPLICATION FOR UNDERGROUND AND ABOVE STORAGE TANKS AND LOG	10 Years after tank is out of service	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-2	FIRE WORKS APPLICATION AND LOG	30 Days after expiration if no action is pending	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-3	COORDINATED REPORTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-4	BUILDING PLANS LOG	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-5	MONTHLY REINSPECTION RECORDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-6	PERMITS ISSUED SHEETS	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-7	PERMIT APPLICATIONS	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-8	INVOICES F-16'S	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-9	PERMITS, F-17	3 Years after expiration provided no action pending	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-10	SUPPRESSION ROUTING SLIP	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-11	SPREADSHEET	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-12	RECORD OF ACCEPTANCE TEST (F120A)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-13	RECORD OF ACCEPTANCE TEST (F-239)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-14	BILLING FOR FIRE SUPPRESSION ACCEPTANCE (F-262)	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-15	VEHICLE MOVE IN REQUEST	3 Years provided audited	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-16	SPECIALIST CALENDARS	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Fire		97-17	EMS RECORDS	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-17a	EMS RECORDS	Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-18	RESCUE AND AMBULANCE DAILY ACTIVITY REPORTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-19	DISPATCH SHEET - RECORD OF RUNS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-20	INFORMATION REQUEST (ENV ASSESS)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-21	SUPPLY REQUISITIONS (F-27)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-22	LADDER/ENG CO. F-47 (In Chief's Office)	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-23	GENERAL CORRESPONDENCE, NOTICES, MEMOS	Until superceded in Chief's Office	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-24	REFERRALS FROM COUNCIL	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-25	LOG SHEETS FOR RIGHT TO KNOW	2 Years after resolution of case	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-26	MISC RECORDS FOR RIGHT TO KNOW	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-27	DAILY STAFFING RECORDS	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-28	FIRE INCIDENT REPORTS (F-902)	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-28A	FIRE INCIDENT REPORTS (F-902)	Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-29	INSPECTION RECORDS, OCCUPANCY POSTING VIOLATION LETTERS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-30	INSPECTION REQUESTS COMPLAINT FORM	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-31	F-3S	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-32	F-37S CLAIM VOUCHER	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-33	F-10S CASH RECEIPT SCHEDULE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-34	F-81S DEPOSIT IN CITY TREASURY	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-35	REQUISITIONS - F-1S	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-36	F-36S REQUISITIONS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-37	F-70S TRAVEL REQUEST	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-38	F-19S ID BILLS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-39	CASH RECEIPTS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-40	CONTRACTS	3 Years after expiration	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-41	PURCHASE ORDERS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-42	PAYROLL ATTENDANCE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-43	VAC HOL SWP COMP BALANCES	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-44	CONSOLIDATION/EDIT REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-45	GROSS PAY REGISTER	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-46	STATEMENT OF BAL APPR FUNDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-47	STATEMENT OF BALANCE RES FUNDS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-48	NET REVENUE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-49	CLASSIFIED REVENUE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-50	CLASSIFIED EXPENSE REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-51	DETAILED PURCHASE ORD REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-52	DETAIL ENTRY REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-53	VOUCHER PAID REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-54	OVERTIME AND ABOVE GRADE	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-55	SCHEDULE OF ACCTS REC	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-56	ACCIDENT REPORTS (VEHICULAR)	10 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-57	TABLE OF ORGANIZATION	10 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-58	ANNUAL REPORTS	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.



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Safety	Fire		97-59	INSPECTION CARDS: F-110 White; F-110 A Blue; F-110 B Yellow; F-110 C Orange; F-110 D Pink; F-227 Fire Hydrant Card; F-109 Inspection form	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-60	WATER SURVEYS	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-61	F-239 STANDPIPE TEST	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-62	75S FUEL INVENTORY REPORT	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-63	F-46 C&M MULTIPLE ALARM	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-64	PERSONNEL JACKETS - Current (Incl. Injury, Workmen's Comp reports, change of emp data (F-14), ratings, commendations, leaves of absence, disciplinary actions, misc. data)	Retain until termination of employee - then follow as separated personnel jacket for One Year.	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-65	PERSONNEL JACKETS - Separated Personnel (Incl above records)	Except for Leaves of Absence and change of employee data (F-14S) Permanent	Microfilm	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-66	INFORMATION REQUEST FOR RIGHT TO KNOW	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-67	RIGHT TO KNOW LOG SHEETS	2 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-68	RIGHT TO KNOW SUBMISSIONS (INVENTORY FORMS, DATA SHEETS, BLDG LAYOUTS)	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-69	RIGHT TO KNOW CORRESPONDENCE	7 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-70	DISTRICT CHIEF'S WORK SCHEDULE	1 Year	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-71	PHQI AND II (PERSONAL HISTORY QUESTIONNAIRE)	5 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-72	TRAINING RECORDS	Permanent	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		97-73	RECORDS OF THE BOARD OF REVIEW	3 Years	Paper	05/29/1997	Steidel, Chief Thomas E.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-1	PHQI (PERSONAL HISTORY QUESTIONNAIRE USED FOR RECRUITING)	2 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-2	PHQII (PERSONAL HISTORY QUESTIONNAIRE USED FOR RECRUITING)	2 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-3	BACKGROUND INVESTIGATION FILES (release forms, criminal history, pre-employment investigations, fingerprints, military service, educational transcripts, investigators notes)	5 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-4	TRAINING RECORDS (tests, hours trained)	5 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-5	RECORDS OF THE BOARD OF REVIEW	5 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety	Fire		98-6	STEP UP SHEETS (SALARY STEP UP APPROVALS)	3 Years	Paper	05/08/1998	Wright, Chief Robert	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Safety			87-267	Employee Profile and Early Warning System (Profile System)	Current + 5 Years	Computer Data Base	07/11/2001	Ryan, Kent A.	Kramer, LT Stephen R.	Swift, Pari	Meeks, Martin E.
Safety	Telecommunications		79-1	Accounts receivable (accounts may relate to damaged facilities)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-2	Activity Reports, Yearly (for this division)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-3	Applications for Hold-up Alarm at Station X (DC103-date, company, & address)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-4	Budget Records (for this division only)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Safety	Telecommunications		79-5	Capital Improvement Files (reports & files relating to major projects)	22 Years after date of project completion	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-6	Cash Receipt Book	Until Audited	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-7	Cash Receipt Schedule (numbered, description, accounts receivable payments, debit cash, & credits - record copy in Finance Dept.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-8	Centrex Telephone System (DC116 - listing of Centrex lines)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-9	Centrex Trouble Report Cards - Telephone Operators	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-10	Cincinnati Bell Records (Centrex, long distance, & records of service)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-11	Cincinnati Gas & Electric Bills	Until Audited	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-12	Claim Vouchers	Until Audited	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-13	Correspondence (general letters & memos)	Review annually for disposal	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-14	Diagrams, Drawings, and Prints (alarm boxes, switchboards, circuits, etc.)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications			Dispatchers Records:			04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-15	Auxiliary Alarm Records (DC26 circuit tests: ADT, LUD, & WH)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-16	Box Tests, Yearly (box number & date)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-17	Circuit No. (DC88 - date, sopen, GRN HR, crossed, clear, location)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-18	Circuit Readings (DC37 - circuit number, date, line volts, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-19	Company No. (DC87 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-20	Dispatcher's Report of Damaged Facilities (DC82 - date, time, facility damaged, extent of damage, cause, names & addresses of persons involved)	Retain until facility is repaired, & restitution is made	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-21	Emergency Calls Record - Dispatcher's (DC25-date, time, location, time dispatched, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-22	False Alarms (DC101 - date, time, box number, phone, location)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-23	Fire Hydrants Reported Used (DC77-date, by whom, received from, time, & location)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-24	Fire Report Records (DC34 & 34A - dispatcher, time, box, location, cause)	5 Years, provided no action is pending	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-25	Hydrants & Water Sprinklers/Streets (DC27 - date removed from service)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-26	Miscellaneous Orders (DC30 - date, time, message)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-27	Monthly Data Sheet (DC38 - date, circuit number, telephones, teletype, alarm circuit, paging circuits)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-28	N.A.W.A.S. Record (DC111 - national air warning service: warning point, tour of duty, date, time, message)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-29	Paging Circuit No. (DC98 - monthly circuit readings)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-30	Radio Log, Fire 2-way KQC 767 (FCC Regs.:47 CFR 89.175, 89.179, 91.160, 93.160)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Safety	Telecommunications		79-31	Running Card - 5 Alarm (DC50 - engine company, box number, location)	Until Superseded	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-32	Signal Circuit L to R Card (DC45 - circuit break locator)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-33	Telephone Circuit Test Sheet (DC52)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-34	Teletype Co. No. (DC86 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-35	Teletype Unit No. (DC89 - service record)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-36	Encumbrance Reports	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-37	Expense Reports (print-out by account number)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-38	Formal Account Status Report (print-out; complete summary)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-39	Interdepartmental Billing (voucher number, department billed, description, accounts to be credited, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-40	Invoices (includes packing slips, & requisitions)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications			Line Crew Records:			04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-41	Box Typer & Mounting Sheet (DC33 - box number, circuit number, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-42	Central Office Battery Readings (DC56)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-43	Circuit Trouble & Complaints (DC35 - date, time, circuit, complaint, remarks)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-44	Installations & Removals - Outside (DC32-name, date, code, location, poles)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-45	Job Time Sheets - Outside (DC33 - name, code, hours, location, description, date)	Provided transferred to Record Book: 1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-46	Pedestal & Call Box Terminal Cards (DC46 & 47)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-47	Mileage Records (for division use only)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-48	Municipal Garage Charges (print-out)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-49	Payroll Records (includes crew time sheets, daily time sheets DC21, overtime sheets DC69, payroll exemptions, payroll register, vacation & sick leave balances, & worksheets - record copies of print outs in Finance Department)	Provided audited: 3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-50	Purchase Orders	Review for disposal after 3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications			Radio Shop Records:			04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-51	Daily Radio Repair Records (DC12, 12A, & 12B - status, date, complaint, service data)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-52	Portable Radio Equipment Log (DC83R)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-53	Radio Circuit Diagrams (DC95)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-54	Radio Operator's Schedule (DC20)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-55	Radio Shop Maintenance Record (DC93)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-56	Satellite Service Records (DC112 - battery charger service)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Safety	Telecommunications		79-57	Service Record for Radio Equipment (DC84 - date, location, service data, serviced by)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-58	Siren Record (DC114 - date, equipment number, siren type, serial number & department)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-59	Transmitter Log (DC113 - system, transmitter or channel, frequency, date, current, & service data - FCC Regs.: 47 CFR 89.175, 89.179, 91.160, 93.160)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-60	Statement of Balances (organization, authorizations, expenditures, encumbrances, & balances - record copy in Finance Dept.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-61	Summary of Revenue (print-out)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		79-62	Voucher Index & Voucher Record Sheets (includes DC49 - date, voucher number, amount, firm, inventory number, purchase order number, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Safety	Telecommunications		80-1	Magnetic Tape Recordings of Emergency Requests	Information on tapes may be destroyed after three (3) months. The tapes themselves may be destroyed when no longer capable of making a good recording (at the discretion of the department head) by a means of destruction which protects their confidentiality.	Magnetic Tape	1980	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Inspections	80-1	Use of Force Reports (Form 17)	Retain paper copy 2 years, then destroy.	Paper	09/23/1980	Twilling, Captain Paul E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Inspections	80-1 A	Use of Force Reports (Form 17)	Microfilm after the first year. Retain microfilm copy 5 years.	Microfilm	09/23/1980	Twilling, Captain Paul E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Services Bureau	80-2	Dispatch Cards (collects information which is later fed into computer)	2 Years	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Services Bureau	80-3	Daily ERD Entries Print-out (print-out of information from Dispatch Cards)	2 Years	Paper	09/23/1980	Twilling, Captain Paul E.	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Internal Investigation Section	81-1	Case Files (incl. the case narrative [Form 17] and the citizens' complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, arrest reports, reprimand reports.)	Current year Plus 5 full additional years	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Internal Investigation Section	81-2	Case Ledger (case by case listing)	Permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Internal Investigation Section	81-3	Index Card File of Cases	Permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police	Internal Investigation Section	81-4	Monthly Summary Reports	At least one copy permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Internal Investigation Section	81-5	Special Analysis Reports (compiled from other records)	Review annually for disposal.	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	Conrad?	Poliner, Frank
Safety	Police	Personnel Section	81-1	Affirmative Action Files	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-2	Assignment Availabilities Notices	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-3	Background Investigation Reports (of job applicants)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-4	Badge Number Card File	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-5	Change in Employee Data Forms - 31P	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-6	Compensatory Time Used Form - 25S (Found in unit offices)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-7	Correspondence and Interdepartmental Memos	Review annually for disposal.	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-8	Death Claims (Death benefit vouchers - original in Finance)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-9	Disciplinary Action Card File (to enable personnel jacket purges)	Revolving file, 3 years per card.	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-10	Job Complement Number cards	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-11	Job Complement Numbers of Payroll List	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-12	Leave of Absence Form (use of sick leave) - 25S	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-13	Light Duty Files	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-14	Mileage Reports	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-15	Monthly Compensatory Time (for division, not individuals) - Form 617	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-16	Notary Public Commission Forms	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-17	Payroll Record of Compensatory Time (for individuals) - 68P (In unit offices)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-18	Personnel Bulletins (Lists of appointments, transfers, etc.)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-19	Personnel Distribution List	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-20	Personnel Jackets - Current (Incl.:injury and workmen's compensation reports, change of employee data forms [Form 14], lists of training and miscellaneous data, auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports, form 475 for new entries to the miscellaneous sheet, official oath of office.)	Purge as outlined in attached memo entitled "Purging of Personnel Field Service Records." Retain remainder of file until termination of employee, then treat as a Separated Personnel Jacket.	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police	Personnel Section	81-21	Personnel Jackets - Separated Personnel (Incl.: same as current personnel jacket with the addition of attendance records, shift differential form, overtime forms, separation forms, Form 17 memo on separation, uniform and equipment return check list, personnel index card.)	Purge as for 81-20. Retain file for 1 year, then microfilm all items listed in 81-20 except for form 475's and disciplinary action reports. Also microfilm all items listed in 81-21 except for attendance records, shift differential forms, and overtime forms. Retain film permanently and destroy paper copy (unless there is continuing litigation, in which case the paper copy is to be kept until settlement).	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-22	Personnel Pay Report (Record of time taken for various reasons)	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-23	Promotional List from City Hall	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-24	Request for Transfer	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-25	Requisition Certification - Form 8	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-26	Salary step-up computer print-outs and forms (Forms typed from print-out)	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-27	Seniority List	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-28	Separations (Similar to Personnel Bulletins but for terminations)	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-29	Tuition Reimbursement Forms	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-30	Unemployment Claim Forms	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-31	Vehicle Inspection Reports	2 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Personnel Section	81-32	Workmen's Compensation Log	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Records Section	81-1	OUTT's (Ohio Uniform Traffic Tags) - Office copy (Gold copy)	Current Year + 2 full years, provided audited	Paper	08/27/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Records Section	81-2	OUTT's - Violator copy	Current Year +4 full years, provided audited	Paper	08/27/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Safety	Police	Central Records Management Section	85-1	CTT's (Cincinnati Traffic Tags)	4 Years + Current	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-1	Lineups	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-2	REACT Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-3	Auto Theft/Recovery Log Book	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-4	P.C.S. Misc. Correspondence	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-5	Supply Requisitions	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-6	Wrecker Dispatch Cards	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-7	Information Desk Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-8	Temporary Transfer Sheets	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-9	Shift Differential Sheets -#335C	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-10	Overtime Form435	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-11	Relief Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-12	Wrecker Tow Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-13	P.C.S. Misc. Record Files	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-14	Vehicle Validations	5 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-15	GBDC Messages	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-16	ERD Printouts	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-17	Auto Theft/Recovery Reports - Form CINCOM-13 (Pencil copy)	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-18	Computer Teletype Room Output	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-19	Offense Reports - Form 301 from TCRU (pencil copy)	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Safety	Police	Communications	85-20	Teletype Cards - Active and Cancel	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-21	False Alarm Cards - CINCOM 5	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-22	Dispatch Cards - CINCOM-1	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-23	Auto Larceny Cards - CINCOM 2 - White/Blue/Green/Pink	5 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Safety	Police	Communications	85-24	Additional Information Cards - CINCOM-3	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Schad?, Thomas J.
Water Works		Comptrollers Office	91-001	Accounts Payable Balance Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-002	Accounts Receivable Schedule	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-003	Accounts Receivable Schedule - I.D. Bills	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-004	Bank Reconciliation - Draft Account	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-005	Budget Control Reports - Revenue and Expenses	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-006	Cash Book	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-007	Cash Receipt Reports	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-008	Cashier Journal Entry (Recap record of Daily Payments Received)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-009	Contracts (Excluding Construction Contracts)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-010	Classified Expense Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-011	County Street Permits (Street Opening Permits with Hamilton County)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-012	Detail Entry Reports	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-013	Disbursement Register	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-014	Encumbrance Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-015	Fund Trial Balance Report - Finance	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-016	I.D. Bills (Bills to other City Agencies)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-017	Labor Distribution Reports (Cost Accounting Labor)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-018	Monthly Accounting Transaction Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-019	Municipal Garage Billing Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-020	Payroll Time Card	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-021	Prepaid Postage (Usage and Balance Slips from Post Office)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-022	Purchase Orders	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-023	Requisitions	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-024	Service Branch Report	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-025	Stores Reports (Charge outs from Storekeepers)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-026	Stores Report List & Balancing Sheets	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-027	Subsidiary Ledger	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-028	Telecommunication Billing Listing	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-029	Voucher (Excluding Capital Purchases)	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-030	Voucher Registers	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-031	Work-In-Progress Listing - Annual	1 Year + Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-032	Microfilm of Items 91-001 thru 91-031	6 Years & Audit	Microfilm	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-033	Backup Logs - P.C.	6 Years & Audit	Computer	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-034	Backup Tapes - P.C.	6 Years & Audit	Computer	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-035	Budget Working Papers	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-036	Construction/Meter Material Inventory Sheets	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-037	Correspondence (General Letters & Memos)	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-038	Statement of Balances	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-039	Statistical Reports	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-040	Plant (Fixed Asset) Listing - Annual	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-041	Plant (Fixed Asset) Transaction	6 Years & Audit	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-042	Annual Financial Report	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Water Works		Comptrollers Office	91-043	Auditor's Report (State Auditor)	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-044	Construction Contracts (Items to become Part of Plant)	15 Years	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-045	General Ledger	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-046	Job Folder (All paperwork of construction Jobs Plant Accounted)	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-047	Journal Vouchers	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-048	Operating Expense Report	10 Years	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-049	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-050	Plant (Fixed Asset) Disposals	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-051	Plant Record Sheets	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-052	Property Vouchers	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-053	Water Main Extension Payments (Contribution to Plant)	Permanent	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-054	Ordinance - Water Works	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-055	Vendor List	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-056	Reporting Category Listings	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works		Comptrollers Office	91-057	Job Order Status Report	Until Superseded	Paper	05/09/1991	Winterhalter, F.D.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Water Works	Administration	Comptroller Section	83-1	Accounts Payable Balance Listing	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-2	Accounts Receivable Schedule	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-3	Accounts Receivable Schedule - I.D. Bills	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-4	Annual Budget (Department Budget)	6 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-5	Annual Report (For this department)	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-6	Auditor's Report (State Auditor's Report)	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-7	Cash Disbursement Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-8	Cash Receipts Book	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-9	Cashier Journal Entry (Record of Daily Payments Received)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-10	City Bulletins (Accounting Copy)	1 Year	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-11	Contracts (Excluding Construction Contracts)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-12	Construction Contracts (Items to become part of Plant)	25 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-13	Classified Expense Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-14	Correspondence (General Letters and Memos)	6 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-15	County Street Permits (Street Opening permits with Hamilton County)	6 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-16	Detail of Charges (Daily Charges)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-17	Detail of Payments (Daily Cash Receipts)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-18	Detail Entry Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-19	Encumbrance Report	6 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-20	General Ledger	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-21	ID Bills (Bills to other City agencies)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-22	Job Folder (All paperwork of construction jobs - Plant accounted)	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-23	Journal Vouchers	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-24	Labor Distribution (Cost Accounting Labor)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Water Works	Administration	Comptroller Section	83-25	Monthly Accounting Transaction Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-26	Municipal Garage Billing Listing	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-27	Operating Expense Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-28	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-29	Payroll Attendance Record	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-30	Payroll Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-31	Personnel Change Forms (Form 14-S)	2 Years	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-32	Prepaid Postage (Usage and Balance Slips from Post Office)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-33	Purchase Orders	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-34	Requisitions	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-35	Service Branch Report	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-36	Statement of Balances	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-37	Statistical Reports	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-38	Stores Reports (Charge Outs from Storekeeper)	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-39	Stores Report List	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-40	Subsidiary Ledger	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-41	Vouchers	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-42	Property Vouchers	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-43	Voucher Register	6 Years + audit	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Administration	Comptroller Section	83-44	Water Main Extension Payments (Contribution to Plant)	Permanent	Paper	11/09/1983	Lienesch, Frank K.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghean, Michael J.
Water Works	Commercial Division		80-1	Accounts Receivable-Sundries	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-2	Annual Trial Balance (Open Accounts Receivable Cards)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-3	Bad Check Files	Until paid and audited	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-4	Cashier Journal Entries (recap. of all 5 cashier forms, copies sent to Treasurer's Office.)	5 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-5	Cash Reports (cashiers' daily sheets)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-6	Charge Sheets	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-7	Checks and Check Stubs	After Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-7 A	Checks and Check Stubs	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-8	Correspondence File	Review Annually for disposal	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-9	Credit and Reference Memos	Until refund is made + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-10	Finals (Final bill for moving customers)	3 Months	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-10 A	Finals (Final bill for moving customers)	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-11	Irregular Payment Sheets (over and under payment)	Until cleared and audited.	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-12	Journal Entries (journal voucher sheet, duplicate in Comptroller's Office)	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-13	Meter Reading Cards	1 year	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-13 A	Meter Reading Cards	6 Years	Microfilm	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-14	Paid File Cards (accounts receivable file)	3 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Water Works	Commercial Division		80-15	Payment Coupons	Until paid and audited	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-16	Payment Report	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Water Works	Commercial Division		80-17	Register of Billing	6 Years + Audit	Paper	08/01/1980	Winterhalter, F.D.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Public Utilities	Riverfront Stadium		92-1	Accounts Receivable Schedules (ledger indicating accounts receivable to Riverfront Stadium)	3 Years, provided payments received & audited	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-2	Aging Schedules (accounts receivables)	3 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-3	Annual Budget (division only)	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-4	Annual Report (division only)	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-5	Bids & Bid Computations (division copy, record copy in Purchasing Dept.)	3 Years, then destroy provided audited	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-6	Blanket Orders (division copy, record copy in Purchasing Dept.)	7 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-7	Budget Working Papers (division only)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-8	Cash Receipt Schedules (schedules, check stubs, invoices)	3 Years, provided audited	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-9	Cincinnati Bengals Correspondence	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-10	Cincinnati Reds Correspondence	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-11	City Bulletins (division copy)	Current Year	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-12	Concessions (Bengals & Reds)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-13	Contracts & Agreements (division only)	15 Years after expiration	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-14	Correspondence (general letters & memos)	5 Years, review for disposal	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-15	Detail Entry Reports (print-out - division copy)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-16	Employee Accident/Injury Reports	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-17	Encumbrance Reports (print-out - division copy)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-18	Expense Reports (print-out - division copy)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-19	Fuel Inventory	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-20	Game Statements (Bengal & Reds)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-21	Grievance Hearing Files (division personnel)	3 Years until resolved	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-22	Guard Reports (daily report of rounds and incidents)	3 Years, provided no legal action is pending. JB	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-23	Interdepartmental Billing & Schedules (division copy, record copy in Finance - Accounts & Audits)	7 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-24	Invoices	7 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-25	Job Opportunities (bulletins listing promotion exams & transfers)	2 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-26	Leases (Reds, Bengals, Private Suites - division copy, record copy in Finance - Accounts & audits)	2 Years after expiration, provided audited	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-27	Municipal Garage Reports (print-out of fuel allocation, bill account detail & summary, detail billing, fuel transaction, equipment inventory cost summary - division copy)	3 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-28	Objectives (department and division)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-29	Ordinances (division only)	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Public Utilities	Riverfront Stadium		92-30	Payroll Records (print-out of payroll attendance records, payroll registers, labor distribution reports, time cards & leave forms - division copy)	3 Years, provided audited	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-31	Personnel Records (division only - record copy in Personnel Dept.)	5 Years after termination of employment	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-32	Personnel Staffing Plan (print-out - division copy)	3 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-33	Project Plans, Drawings and Maps (Stadium & surrounding areas)	Life of project, appraise for historic value. JB	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-34	Purchase Orders (division copy, record copy in Purchasing Dept.)	7 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-35	Receiving Tickets	3 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-36	Requisitions (division copy, record copy in Purchasing Dept.)	Current + 3 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-37	Revenue Reports (print-out - division copy)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-38	Scrapbooks	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-39	Special Events (concerts; college, high school & junior football; fireworks, one-day rentals, etc.)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-40	Statement of Balances (print-out - division copy)	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-41	Term Purchase Release Requisitions	2 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-42	Transformer Inspection Records	Permanent	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-43	Turnstiles (Bengals & Reds)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-44	Vouchers (division copy, original in Finance - Accts & Audits)	7 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-45	Voucher Paid Report (print-out - division copy)	5 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Public Utilities	Riverfront Stadium		92-46	Work Orders	2 Years	Paper	02/03/1992	Redman, Glenn C.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas